



USER MANUAL



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Introduction

This website technical Manual will guide you through the main content of your Admin Area and teach you how to configure and customise your website all by yourself. The system is very user friendly and we know that you will learn it quickly so good luck and have fun.

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Disclaimer

While every care is taken to ensure the accuracy and quality of this manual, all material is provided without any guarantee or warranty whatsoever.

NOTE: All screen clips have been taken from the Aqua Websites operating system.

Due to continuous upgrades to the Aqua Websites Shopping Cart Website software, this manual is continuously being updated.

Latest updates are always displayed on the home page of your Admin Area, when you first log in.

See the Resources Area for latest manual updates.

Contact

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Phone	07 5478 6088
Mobile	0407 527 779
Email	support@aquawebsites.com
Website	www.aquawebsites.com



Website Applications

To allow for ease of administration of the Website's content, Website software has created a unique customised Administration Area to allow you full control over the entire website.

Websites software is designed to provide your customers anywhere in the world the ability to purchase online with secure credit card protection for easy ordering, as well as providing other payment methods.

- Search Website and Site Map are displayed at the top of each page for easy use.
- The Administration Area has the ability to verify orders placed and even has the function of adding the Merchant Fee charged for Credit Card orders to customers' total order cost.
- Tax settings can easily be enabled so you can specify the amount of tax for Australian or international orders.
- All Orders that are verified and Confirmed are added together to provide Monthly Total Reports and will supply total Tax received, if enabled, on all confirmed Orders to simplify administrative accounting.

Admin Area

The Admin Area is designed to be easy to use. Please let us know if we can help you use this Area easier.

For security purposes the Admin Area is set to time out at 45 minutes after the last time you request a page from the Server.

On the Admin Home Page you will see the contents and links that allow you to perform the duties within your Admin Area.

Product Admin

- The website is designed to display all the available items and products in a range of categories and sub categories as edited by you in the Admin Area.
- All the products are edited and configured from the Admin Area including the Category, Sub–Category, Product Name, Description, Price, Quantity in Stock and Images displayed to the customers.
- Other settings for the product you can edit include currency conversion settings, countries supplied to, freight prices, merchant fees and payment methods.
- Add many images easily

Website Builder Admin

- Create a customised and unique look to brand your business, you have the ability to customise your Shopping Cart Website at anytime.
- Edit the colours, background colour, add your logo
- Add and edit WebPages easily.
- Upload many different files to you website.

Newsletter Admin

- Using the Administration Area allows you to look after the Email Newsletter Database and send out Newsletters at will and even display them in the Newsletter Archive Area on the Main Website for customers to view.
- Edit existing/past Newsletters.

Statistics Admin

- The entire website's performance can be assessed and improved by using the Website's Statistics Area to track which keywords are working in the search engines
- Automatically provides data to calculate sales statistics compared to visitors to the website each month.



Product Categories

Categories are created by you in the admin Area to display products in a catalogued layout in specific categories.

Shopping Product Details

Displays large image/s and product details for each specific product entered and chosen by the customer in each category or sub-category. This page also allows the customer to make a request on the individual product for further information which will send an email and/or SMS. (See Edit SMS Settings for more info on your website sending SMS)

Subscribe to Email Newsletter

Allows customers to subscribe to your regular Email Newsletter to keep them informed of the latest specials and additions to the range you are keeping. An unsubscribe link is provided only to the Email Newsletter recipient and is not provided on the main website to avoid people unsubscribing other people. All aspects of the Email Newsletter operation are compliant to the Australian, United States, EU and UK regulations for SPAM and unsolicited mail minimum requirements.

Newsletter Archive

This web page provides a list of all the Newsletters that you have sent out and approved to have displayed in the archive. You can send Newsletters and specify for them not to be displayed in the archive and edit them at any time in the Admin Area.

Technical Support

Technical support is offered to you 7 days a week 365 days a year.

Access Technical Support by sending an email from your Technical Support Area in your Admin Area. Follow instructions on Add Support Ticket page.

Notes



Login

To Log In:

1. Enter your Username and Password and click **Log In**.

Note: If you enter the wrong username or password you will be denied access and prompted to re enter the correct username and password.

Note: See your welcome letter for your log in details

Notes



Orders Admin

Add New Invoice

To Add a New Invoice:

1. Click **Add New Invoice** in the **Orders Admin** Area.
2. Click **Add New Blank Invoice**.

Add New Order Invoice

Click here to add a new blank invoice

[Add New Blank Invoice](#) [Add New Invoice for Existing Customer](#)

Go straight to a Page to fill in details for an Invoice . You will be able to specify a Product ID, Qtuantity, Product Name and Amounts as required.

Search on an Existing Customer to then Add a new Invoice. Enter any search detail.

3. Fill in the new invoice as displayed and click **Create Invoice** when finished.

This page has three sections as;

- a. Customer Details

Create an Invoice

Simply enter the description and details of price and quantity and the totals.
If there has been a payment to the Invoice already then choose the Payment Method and adjust the Amount Owing accordingly.

Customer Details

Customer ID (optional)

Business Name

First Name

Last Name

Address 1

Address 2

City

State

Post Code

Country

Phone

Email

Invoice Date:

1. Fill in customer details including the Invoice Date

8

b. Quantity Information

Qty	Description	Price	Tax Amount	Total Price
1	Desc -	\$ 0.00	\$ 0.00	\$ 0.00
	Product ID -			
	Product ID displayed on Invoice -			
0	Desc -	\$ 0.00	\$ 0.00	\$ 0.00
	Product ID -			
	Product ID displayed on Invoice -			
0	Desc -	\$ 0.00	\$ 0.00	\$ 0.00
	Product ID -			
	Product ID displayed on Invoice -			
0	Desc -	\$ 0.00	\$ 0.00	\$ 0.00
	Product ID -			
	Product ID displayed on Invoice -			
0	Desc -	\$ 0.00	\$ 0.00	\$ 0.00
	Product ID -			
	Product ID displayed on Invoice -			
0	Desc -	\$ 0.00	\$ 0.00	\$ 0.00
	Product ID -			
	Product ID displayed on Invoice -			

2. Fill the quantity, purchase descriptions & amounts



c. Invoice Totals

Invoice Totals

[Click to Calculate Invoice](#) **3. Click here to automatically calculate the invoice total**

Sub-Total \$

Insurance \$

Freight \$

Total GST \$

Total Amount \$

Total Amount Paid \$

Amount Owing \$

If payment has been made then select a Payment Method used or to be used and the amount paid and GST amount of this payment

4. If payment has been made, then select a Payment Method here

Cash Receipt Date:

Amount Received \$

GST received \$

You can confirm the Order as finalised/shipped to add this Invoice to the Accounting Reports as a finalised Invoice.

☐ CONFIRMED ORDER
(Optional - can be performed later)

NOTES displayed on bottom of Invoice.
Place any details about this individual Invoice in here for reference as well.

5. You can place details about this invoice in this space. It will be displayed on bottom of invoice.

Email Invoice Subject

☐ Send Email **To send this invoice by email, click the box and add the email address**

with link to Print Invoice to Customer Email
with link to Pay by Credit Card if enabled and amount owing.
with Direct Deposit Payment instructions if enabled and amount owing.

Tick this box to send a copy of invoice to you ☐ Send Copy to Admin

[Create Invoice](#) **5. Click this button to create the invoice**

Create a Gift Voucher

1. Click on **Manage Vouchers** under **Orders Admin**.
2. You will be directed to **Vouchers Admin** page and click **CREATE a Voucher**.

Create a Voucher

Create a Voucher for use on Checkout page

Simply enter a Name the Voucher is to, the Email Address you want the Voucher sent to, an expiry date and a Voucher will be created for you with a Unique code that will be able to be used at the Checkout. When the voucher is used, log of all the redeemed amounts are kept to ensure that the voucher can first be used on more than one invoice and that the total redeemed amount of the voucher can be tracked. * Required fields.

[EDIT Voucher Settings](#)

You can edit voucher settings by clicking this

PLEASE NOTE that each time, the Voucher is used on the Checkout page, no Cash Payments record will be listed. If you have received payment for this Voucher and want to keep a record of it, then simply [Create an Invoice](#)

Voucher Details

*To

1. Enter gift voucher details here

*From

*From Email Address

Gift voucher sender's emails address

*Voucher Value AUD\$

*Voucher Instructions

Send Voucher to Email Address (optional)
this will send a copy of the link to Print the Voucher

*Expiry Date / /

[CREATE VOUCHER](#)

Click here to create the gift voucher

Freight Calculation Settings

See the [Edit Freight Calculation Method](#) topic under Settings

Payment Method Settings

See the [Edit Payment Methods](#) topic under Settings

To save invoice as a PDF file:

1. Click **Pending Orders** under **Orders Admin**.
2. Click the icon indicated below for downloading the invoice as a PDF file.

NOTE: In every invoice related page, the below icon will be displayed and by clicking it, you can download the invoice as a PDF file.



Voucher Settings

1. Click **Order Settings** under **Orders Admin**.
2. Click on **Voucher Settings**.
3. You can do following actions in this screen;
 - a. Navigate to **Manage Voucher** page
 - b. Enable and disable voucher payment option
 - c. Change voucher background and upload your own one
 - d. Change voucher title
 - e. Edit default voucher instructions



Checkout Page Settings

1. Click **Orders Settings** under **Orders Admin**.
2. Click on **Checkout Page Settings**.
3. You can do following actions in this screen;
 - a. Enable changing the image button used on the category, Sub-category and Product pages. You can upload your own image button as well.
 - b. Specify a URL for users to be directed after a successful checkout.
 - c. Enable the feature which specify or change the notes to be added in Checkout page.

☐ **ENABLE** - Custom Add to Cart Button a

This will change the button that is used on the Category, Sub-Category and Product pages.

After Successful Order at Checkout go to this URL instead of Standard Page

b

☒ **ENABLE** - Words to appear above Order Notes box on Checkout Page c

Paragraph

☐ **B**
☐ *i*
☐ U
☐ a^2
☐ a_2

☐ $\frac{1}{2}$
☐ $\frac{3}{4}$
☐ $\frac{1}{3}$
☐ $\frac{2}{3}$

☐ $\frac{1}{4}$
☐ $\frac{3}{4}$
☐ $\frac{1}{2}$
☐ $\frac{3}{2}$

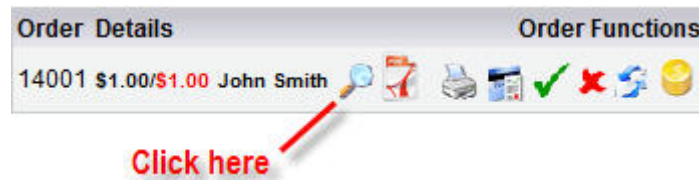
☐ $\frac{1}{5}$
☐ $\frac{2}{5}$
☐ $\frac{3}{5}$
☐ $\frac{4}{5}$

☐ $\frac{1}{6}$
☐ $\frac{5}{6}$

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To see the Total Commissionable Volume for an Order:

1. Click **Pending Orders** under **Orders Admin**.
2. Click on the icon indicated below to see the invoice.



3. Total Commissionable Volume is displayed as below in the page appears.

Total CV Amount 127.00



Notes

Warehouse

Pending Orders

To list and process Pending Orders:

1. Click **Pending Orders** in the Warehouse Admin Area.
2. All of your unsent orders will be listed.
3. Click **Process Order** beside an order to begin the process of order.

List of Pending Orders			
		Pending Orders to be Shipped 1 to 1 of 1	
Date	Invoice ID	Name	Process and Invoice
6/09/2006	150	dweqrfg erfge - 10 - 0 hgtr eyg t rgherheerh 4552 AUSTRALIA	Click to process order Process Order ID - 150

Shipped Orders

To view Shipped Orders:

1. Click **Shipped Orders** in the Warehouse Admin Area.
2. Your shipped orders will be listed.

Shipped Orders History					
For a refined Search - Search Orders using any one of these options					
Invoice ID	Last Name	Month 1	Year 2005	Search	
Orders Search results 1 to 2 of 2					
Name	Amount	Ordered Date	Shipped Date	Shipped by	Tools
Test Test	\$7,000.00	2/07/2006	18/10/2006 12:35:20	demo	View Invoice Shipping Notes Edit Details
Tedst Test	\$300,000.00	8/03/2006	3/08/2006 3:12:46	vm	View Invoice Shipping Notes Edit Details



Notes

Accounting

Accounting Reports

For Today's Accounting Report:

1. Click on **View Reports** under **Accounting**.
2. Click **Todays Accounting report**.

Accounting Reports	
Enter a Date Range to look up Accounting Details	Quick Link Reports
From Date: 1 / May / 2008 To Date: 31 / May / 2008 Look Up Accounting Period	Todays Accounting report Weekly Accounting report Monthly Accounting report Annual Accounting report

Click here for the today's report

3. Then the report details will be available below the page.

For Weekly Accounting Report:

1. Click on **View Reports** under **Accounting**.
2. Click **Weekly Accounting report**.

Accounting Reports	
Enter a Date Range to look up Accounting Details	Quick Link Reports
From Date: 1 / May / 2008 To Date: 31 / May / 2008 Look Up Accounting Period	Todays Accounting report Weekly Accounting report Monthly Accounting report Annual Accounting report

Click here for the weekly report

3. Then the report details will be available below the page.

For Monthly Accounting Report:

1. Click **View Reports** under **Accounting**.
2. Click **Monthly Accounting report**.



Accounting Reports	
Enter a Date Range to look up Accounting Details	Quick Link Reports
From Date: 20 / May / 2008 To Date: 20 / May / 2008 Look Up Accounting Period	Todays Accounting report Weekly Accounting report Monthly Accounting report Annual Accounting report

Click here for the monthly report

- Then the report details will be available below the page.

For Annual Accounting Report:

- Click **View Reports** under **Accounting**.
- Click **Annual Accounting report**.

Accounting Reports	
Enter a Date Range to look up Accounting Details	Quick Link Reports
From Date: 20 / May / 2008 To Date: 20 / May / 2008 Look Up Accounting Period	Todays Accounting report Weekly Accounting report Monthly Accounting report Annual Accounting report

Click here for the annual report

- Then the report details will be available below the page

Cash Receipts

To add a Cash Receipt:

- Select **Cash Receipts** under Accounting.
- Click on **Add Cash Receipts** button in **Cash Payment Log** page.
- Fill the form in **Add a Cash Receipt** page.

Add a Cash Receipt

[Go to Cash Receipts Log](#)

Cash Receipt Date: 9 March 2008

Cash Receipt Description: For online books.
Write a short description here

Tax Invoice ID (if any): 458963

Customer ID (if any): 458

Total cash you received — TOTAL Received: \$ 128.50

GST Received: \$ 11.68 [Calculate GST](#)

Select the payment method from the dropdown — Payment Method: Cheque [Add Payment Method](#)

Received From: Mr. John Smith

[Update Cash Receipt Details](#)

Select the date you received cash

You can calculate the GST automatically by clicking here

Click here to save the cash receipt form

- Click on **Update Cash Receipt Details** to save.

To edit a Cash Receipt:

- Select **Cash Receipts** under Accounting.
- You can either search using given parameters for the cash receipts or click on **VIEW LAST 100 CASH RECEIPTS**.
- Click **EDIT** of the cash receipt you would like to edit.

Date	Payment Method	Order ID	Customer ID	Amount recvd	Recvd from	
09-03-2008	Cheque	458963	458	\$128.50	Mr. John Smith	EDIT ✖
08-03-2008	Cheque	7807089708	67978976	\$456,546.00	dzfhgdfgdsf	EDIT ✖

Click here to edit the cash receipt

- You will be presented the same screen as **Add a Cash Receipt**. Change the details you want to change and click **Update Cash Receipt Details**.


To delete a Cash Receipt:

1. Select **Cash Receipts** under Accounting.
2. You can either search using given parameters for the cash receipts or click on **VIEW LAST 100 CASH RECEIPTS**.
3. Click delete icon (X) of the cash receipt you would like to edit.

Date	Payment Method	Order ID	Customer ID	Amount recvd	Recvd from	
09-03-2008	Cheque	458963	458	\$128.50	Mr. John Smith	EDIT 
08-03-2008	Cheque	7807089708	67978976	\$456,546.00	dzfngdfgdsf	EDIT 

Click here
to delete
the cash
receipt

4. Click **DELETE CASH RECEIPT** to delete the cash payment.

Return to Cash Receipts Log

Date 09-03-2008

Amount \$128.50

Received From Mr. John Smith

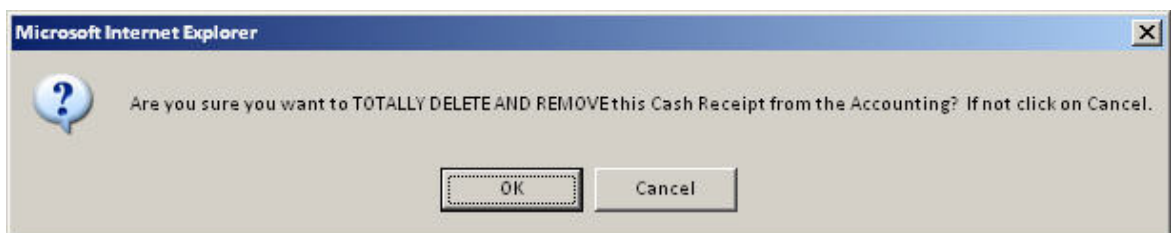
Payment Method Cheque

Order ID 458963

Click here to delete the cash receipt

DELETE CASH RECEIPT

5. Click on **OK** of the next confirmation popup.


To view Cash Receipt Log:

1. Select **Cash Receipts** under Accounting.
2. You can either search using given parameters for the cash receipts or click on **VIEW LAST 100 CASH RECEIPTS**.
3. A list cash receipts will b displayed depending on your search criteria.

[Add Cash Receipt](#) [VIEW LAST 100 CASH RECEIPTS](#)

SEARCH CASH RECEIPTS (Income Received)
 Enter one or more criterias

Received From: Order ID:
 Amount :AUD\$ Customer ID :
 Payment Method:
 Search period from : / /
 Search period to: / / [Search](#)

You can specify your search criteria here

Search results will be displayed based on your search criteria

Cash Receipts 1 to 1 of 1

Date	Payment Method	Order ID	Customer ID	Amount recvd	Recvd from	
09-03-2008	Cheque	458963	458	\$128.50	Mr. John Smith	EDIT X

Cash Payments

To add a Cash Payment:

1. Select **Cash Payments** under **Accounting**.
2. Click on **Add Cash Payment** button in **Cash Payment Log** page.
3. Fill the form in **Add a Cash Payment** page.

Add a Cash Payment

[Go to Cash Payments Log](#)

Select the cash payment date — *Cash Payment Date: / /

Cash Payment Description:

If there is a tax invoice involved in this cash payment, you can enter the tax invoice ID here — Tax Invoice ID (if any):

You can select the supplier here — Supplier (if entered): [Add Supplier](#)

The person or company that you paid — *Paid to:

Select the expense type from dropdown — *Expense Entry Type: [Add Expense Type](#)

*Total Payment Amount: AUD\$
 This amount should include any GST amount entered below

Amount of GST paid — *GST Amount Paid: AUD\$ [Calculate GST](#)

Select the payment method from this dropdown — Payment Method: [Add Payment Method](#)

[Click here to add the cash payment](#) [Add Cash Payment](#)

You can write a description about the cash payment you made

If the supplier is not in the dropdown, you can add the supplier now by clicking here

If the expense type is not in the dropdown, you can add it now by clicking here

You can automatically calculate the GST amount by clicking here

If your payment method is not listed, you can add that by clicking here



- Click **Add Cash Payment** button to finish adding the cash payment.

To edit a Cash Payment:

- Select **Cash Payment** under **Accounting**.
- You can either search using given parameters for the cash payments or click on **View Last 100 Payments**.
- Click **EDIT** of the cash payment you would like to edit.

Date	Payment Method	Payment Type	Invoice/Order ID	Amount Paid	Paid to	
07-03-2008	Cheque	Consumables	5689474	\$569.50	ABC Inc.	EDIT Click here to edit the cash payment
07-03-2008	Credit Card	Telecommunications	568745	\$256.50	ABC	EDIT

- You will be presented the same screen as **Add a Cash Payment**. Change the details you want to change and click **Update Cash Payment Details**.

To delete a Cash Payment:

- Select **Cash Payment** under **Accounting**.
- You can either search using given parameters for the cash payments or click on **View Last 100 Payments**.
- Click Delete icon (X) of the cash payment you would like to delete.

Date	Payment Method	Payment Type	Invoice/Order ID	Amount Paid	Paid to	
07-03-2008	Cheque	Consumables	5689474	\$569.50	ABC Inc.	EDIT Click here to delete the cash payment
07-03-2008	Credit Card	Telecommunications	568745	\$256.50	ABC	EDIT

- Click on **DELETE CASH PAYMENT** on the next screen.

Delete Cash Payment

Date

07-03-2008

Amount

\$256.50

Paid to

ABC

Payment Method

2

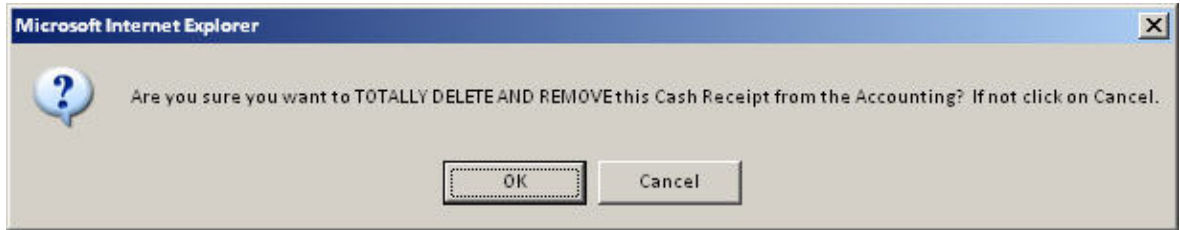
Order ID

568745

Click here to confirm the deletion of the cash payment

DELETE CASH PAYMENT

- Click on **OK** of the next confirmation popup.



- Now your cash payment will be successfully deleted from the system.

To view Cash Payment Log:

- Select **Cash Payment** under **Accounting**.
- You can either search using given parameters for the cash payments or click on **View Last 100 Payments**.
- The list of cash payments will be displayed depending on your search criteria.

Cash Payments 1 to 1 of 1

Date	Payment Method	Payment Type	Invoice/Order ID	Amount Paid	Paid to	
07-03-2008	Cheque	Consumables	5689474	\$569.50	ABC Inc.	EDIT

Cash Payments 1 to 1 of 1

All Amount Owing

You can see all the invoices with amounts owing in **Accounting**.

- Select **All Amounts Owing** in **Accounting**.
- In this page, all the invoices will be displayed with the amounts owing.
- Using the dropdown, you can order the list anyway you want such as "ORDER BY Business Name A->Z".



Bill Reminder List

Now there is a facility for you to setup reminders for your bill payments.

To add a bill to Reminder List:

1. Select **Bill Reminder List** under **Accounting**.
2. Click on **Add a Bill to List** in the screen.
3. Fill out the form for the reminder and click on **ADD Bill to Reminder List**.

Add a Bill to Reminder List

[Go to Bill Reminder List](#) Click here to go back to bill reminder list

Type a name for the bill payment — Bill Name

Bill Amount AUD\$ Specify the bill amount here

The money receiving party — Pay Bill to

Due date of the bill payment — Due Date / /

☒ Add this Bill to Day of each month for month/s

You can setup the reminder date here. Select the date and for how long you would like to have this reminder occurring

Notes Type any note for this bill payment here

[ADD Bill to Reminder List](#) Click here to add this bill to reminder list

To view / edit a Bill Reminder:

1. Select **Bill Reminder List** under **Accounting**.
2. Click **View/Edit** of the bill reminder you wish to view/edit.

Due Date	Bill Name	Bill Amount	Options	Click here to edit/view	
10-03-2008	ADSL Charge	AUD\$25.00	View/Edit	Set as Paid	DELETE
10-04-2008	ADSL Charge	AUD\$25.00	View/Edit	Set as Paid	DELETE
10-05-2008	ADSL Charge	AUD\$25.00	View/Edit	Set as Paid	DELETE
10-06-2008	ADSL Charge	AUD\$25.00	View/Edit	Set as Paid	DELETE

3. In the following page, you can view/edit bill reminder details.
4. Click on **UPDATE BILL Details** to save changes.

To mark a Bill Reminder as paid:

1. Select **Bill Reminder List** under **Accounting**.
2. Click on **Set as Paid** of the bill reminder that you paid.

Due Date	Bill Name	Bill Amount	Options	
10-03-2008	ADSL Charge	AUD\$25.00	View/Edit	Set as Paid Click here DELETE
10-04-2008	ADSL Charge	AUD\$25.00	View/Edit	Set as Paid DELETE
10-05-2008	ADSL Charge	AUD\$25.00	View/Edit	Set as Paid DELETE

3. Fill the form correctly in the next page.

Set a Bill as Paid

Bill Name ADSL Charge
Bill Amount AUD\$25.00
Notes ADSL Charges

☒ **TICK to ADD Cash PAYMENT below**

*Cash Payment Date: 10 / March / 2008
 Cash Payment Description: Paid to Cyber Communications for ADSL
 Tax Invoice ID (if any): 56987458
 Supplier (if entered): Please select if listed...
 *Paid to: Cyber Communications
 *Expense Entry Type: Internet Service Providers
 *Total Payment Amount: AUD\$ 25.00
This amount should include any GST amount entered below
 *GST Amount Paid: AUD\$ 2.50
 Payment Method: Direct Deposit

Click here to set this reminder as paid

SET AS PAID

If you tick this, this bill payment will be added as a cash payment to the system

The same details should be provided as cash payments (Refer Accounting - Cash Payments)

4. Click **SET AS PAID** to complete the process.
5. When you mark the reminder as PAID, it will be removed from the Bill Reminder List.

To delete a Bill Reminder:

1. Select **Bill Reminder List** under **Accounting**.
2. Click on **DELETE** of the reminder you wish to delete.



Due Date	Bill Name	Bill Amount	Options		
10-04-2008	ADSL Charge	AUD\$25.00	View/Edit	Set as Paid	DELETE
10-05-2008	ADSL Charge	AUD\$25.00	View/Edit	Set as Paid	DELETE
10-06-2008	ADSL Charge	AUD\$25.00	View/Edit	Set as Paid	DELETE

Click here
to delete
this

3. Click on **DELETE BILL** in the next page.

Bill Name	ADSL Charge
Bill Amount	AUD\$25.00
Notes	ADSL Charges

Click here to delete this bill reminder

[DELETE BILL](#)

Notes

Stats and Reports

Web Statistics Report

To view the Web Statistics Report:

1. Click **Website Statistics Report** in the Reports Area.
2. You have the following options to view:
 - Most viewed products: Click **View Product** to view a product.
 - Most viewed web pages: Click **URL** to view a web page.
 - The top ten referrals to your website: Click **URL** to view a referral web page.

Today's Currency Rates

To view Today's Currency Rates:

1. Click **Today's Currency Rates** in the Reports Area to view today's currency rates.

SMS Log Reports

To display the SMS Log Reports:

1. Click **SMS Log Reports** in the Reports Area to view every SMS you have sent from your website.

Notes

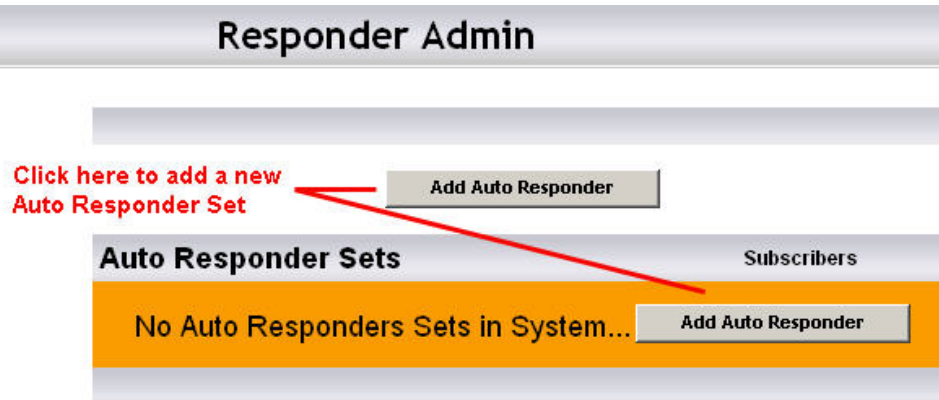


Auto Responders

Manage Responders

To add an Auto Responder Set:

1. Click on **Manage Responders** under **Auto Responders**.
2. Click on **Add Auto Responder**.



An Auto Responder Set is a collection of emails that will be sent out on pre-designated days from when a person starts to receive the Responder Set. You are able to set from Day 1 being immediate, right up to 365 days away and allow people to receive emails automatically sent out on your behalf. You can have Unlimited Auto Responder Sets and have Unlimited Emails in an Auto Responder Set.

3. The page appears next is self-explanatory and describes the function of each text field. Read though it carefully and enter details appropriately. Please note that you need at least to enter details for required fields in order to add an auto responder successfully.

Responder Details

* Required fields

* **Responder Name** [Displayed to public.](#)
Used through the Admin Area only for you to identify the Responder set as well as prefills Emails and Confirmation Webpages.

* **Responder Business Name** [Displayed to public.](#)
Is the Business associated with the Responder Set and is used on the bottom of the Responder in the Copyright section and is also used as the Sender Name of the Responder Emails.

* **Responder Email Address**
[Displayed to public.](#)
This will be used as the address the email was sent from and must be a valid email.
This email will also be the email replies will be sent to.
Any rejected emails will be sent to this address

* **Responder Location Address** [Displayed to public](#)
This is used to comply with the SPAM laws throughout the world in many different countries. Simply enter a physical address that your Business can be located at.
Optionally you can add your Phone Number as well.

Responder Header Image [Browse...](#) [Displayed to public](#)
(optional) This is used on the top of the Responder. If you do not upload an Image then no image will be displayed.

Responder Body Width
This is the width of the Auto Responder page . "600" pixels is the average width of email clients. You can also use "80%" which will expand out to fit to 80% of the person's viewing area when viewing the email. It is recommended to use "600" or "95%" . Please note that any Header Image will not stretch with the 95%. Please use the Preview area (on next page) to see what the emails will look like and adjust accordingly.

Responder Background Colour [Colour Picker](#) [Displayed to public](#)
You can enter a Hexadecimal value in the form of #000000 or just type a colour such as - red, blue, green, yellow. To see a colour wheel and see an exact Hexadecimal value then click on the Colour Picker button.

Click here to add the Auto Responder

ADD RESPONDER

- When the auto responder set is successfully added, the following screen will be displayed.



Click here to see the preview **Responder Details**

[Edit Responder Details](#) [Preview Layout](#) [View Subscribers](#)

[Opt-In Form to Add Subscriber](#) [Edit Confirmation Email & Webpage](#)

Responder Name **Welcome!**

Responder Business **welcome**

Responder Email **mlhank@gmail.com**

You can add new emails which the auto responder will send out

Add Responder was Successful!

Now use the area below to Add Emails to the Responder Set.

[Add New Email](#)

Day Sent	Subject	View	Edit	Delete
No Emails have been added yet!				
Add New Email				

5. You can add emails to the Auto Responder that you just created.

To add emails to an Auto Responder Set:

1. Click on **Manage Responders** under **Auto Responders**.

Auto Responder Sets		Subscribers		
Sample Auto Responder Set	0	EDIT	DELETE	
Click here to add emails to an auto responder				

2. Click on **Add New Email**.

Responder Name **Welcome!**

Responder Business **welcome**

Responder Email **ubuntu@ubuntu.com**

Add Responder was Successful!

Now use the area below to Add Emails to the Responder Set.

Add New Email

Day Sent	Subject	View	Edit	Delete
No Emails have been added yet!				
Add New Email				

Click here to add a new email to the auto responder

- You can select the day to send responder, enter subject, and enter email body in the next screen.

Day to send Responder:

Select the day to send the responder email

Use the following to automatically insert the variables required in the Subject and Body

[Firstname] = First Name
[Lastname] = Last Name
[Email] = Email Address
If sent to a Customer then you can use [CustomerID] = Customer ID

A drop down list has been provided in the Toolbar area of the Editor to help you insert these Values where necessary, simply click on the drop down list titled Tag.

Subject:

Type your responder email in the editor

Body:

Tag **Paragraph** **Font Name** **Size** **B** **i** **U** **Text Color** **Background Color** **Link** **Unlink** **Image** **Table** **Table Row** **Table Column** **Table Cell** **Table Merge** **Table Split** **Table Delete** **Table Insert** **Table Row** **Table Column** **Table Cell** **Table Merge** **Table Split** **Table Delete** **Table Insert**

Hi [Firstname],

You are warmly welcome to the community of Ubuntu Auctions!

Please visit the community website for more details and products.

Thank you!

Ubuntu Auction Team.



4. Click **Add Responder** on the bottom of the page to add the email to the responder.

To edit an Auto Responder Set:

3. Click on **Manage Responders** under **Auto Responders**.
4. Click on **EDIT** attached to the Auto Responder you wish to edit.

Auto Responder Sets		Subscribers		
Sample Auto Responder Set	0		EDIT	DELETE
Click here to edit the auto responder				

5. Click **Edit Responder Detail** to edit detail of the responder.

Responder Details	
Edit Responder Details	Preview Layout
View Subscribers	Opt-In Form to Add Subscriber
Responder Name	Sample Auto Responder Set
Responder Business	Ubuntu Auction
Responder Email	admin@demo.samplesite.com

Click here to edit responder details

6. You can change the details of the responder in the next page that appears and click **UPDATE Responder** once you are finished.

Go to the email list attached to this auto responder **Responder Details** **You can preview the layout for this auto responder**

[Return to Responder Email List](#) [Preview Layout](#)

Responder Name
 Used through the Admin Area for you to identify the Responder set.

Responder Business Name
 Is the Business associated with the Responder Set and is used on the bottom of the Responder in the Copyright section and is also used as the Sender Name of the Responder Emails.

Responder Email Address
 This will be used as the address the email was sent from and must be a valid email. This email will also be the email replies will be sent to. Any rejected emails will be sent to this address.

Responder Location Address
 This is used to comply with the SPAM laws throughout the world in many different countries. Please enter a location address and a Phone Number that your Business can be located at.

Responder Header Image [Browse...](#)
 Is required to be 500 pixels or less and 150 pixels high or less and is used on the top of the Responder. If you do not upload an Image then no image will be displayed.

Responder Body Width
 This is the width of the Auto Responder page. "600" pixels is the average width of email clients. You can also use "80%" which will expand out to fit to 80% of the person's viewing area when viewing the email. It is recommended to use "600" or "95%"

Responder Background Colour [Colour Picker](#)
 You can enter a Hexadecimal value in the form of #000000 or just type a colour such as - red, blue, green, yellow.

[UPDATE Responder](#) **Click here to save the changes**

To add Subscribers to Auto Responder Set:

1. Click **Manage Responders** under **Auto Responders**.
2. Click on **EDIT** of the responder set you want to add the subscriber.

Auto Responder Sets	Subscribers		
Sample Auto Responder Set	1	EDIT	DELETE
Click here			

3. Click on **View Subscribers** in the next screen.

Responder Details

[Edit Responder Details](#) [Preview Layout](#) [View Subscribers](#) [Opt-In Form to Add Subscriber](#)

Responder Name Sample Auto Responder Set

Responder Business Ubuntu Auction

Responder Email admin@demo.samplesite.com

Click here to add subscribers



- Click on **Add Subscriber** in **View Subscribers of an Auto Responder Set** page.

View Subscribers of an Auto Responder Set

Sample Auto Responder Set

Add Subscriber

Please select order method

Look up Subscribers

Click here to add a new subscriber

Subscribers with a red background indicate their Subscription is INACTIVE

Subscriber Name	Email	Last day sent	Subscribed Date	Unsubscribed Date	Tools
John Smith	johnsmith@johnsmith.com	1	Thursday, 6 March 2008		Edit/Delete

- Fill the required and optional fields in the **Add Subscriber to Responder** page and click **ADD Subscriber to Responder** to complete the step.

Add Subscriber to Responder

[View Subscribers](#)
* Required Fields
[Return to Responder Admin](#)

You can make the subscriber active / inactive by selecting here

 Responder **Sample Auto Responder Set**
 Status ACTIVE
If the Status is set to 'Active' then a Responder Email will be sent immediately if there is one to be sent on the Day specified below.

You can select when should the responders start for this subscriber
 *Day to start Responder at Please select

Enter subscriber details correctly here

 *First Name
 *Last Name
 *Email
 Phone
 Fax
 Customer ID
(if existing Customer this is necessary for the system to log emails correctly)
 Subscriber ID
(if existing Email Newsletter Subscriber then this is necessary for the system to log emails correctly)

Please NOTE that NO INVOICE will be created
*This Page will simply add the person directly to the Responder Database and allow them to start receiving the Responder Set according to what Day you have set it to start at.
 Eg. If you start them on Day 1, then if any Day 1 emails are required to be sent, they will be sent immediately. If you start them on Day 21 then if any Day 21 emails are required to be sent, they will be sent immediately.*

Click here to add the subscriber

[ADD Subscriber to Responder](#)

To insert Opt-In Form to add subscribers in the website:

This features makes adding subscribers to auto responder sets very easy. This will place three text boxes (First Name, Last Name and Email) and a button (Subscribe Now) in to any web page that you wish to. Subscribers can fill-in this short form online and subscribe to the responder set.

1. Click on **Manage Responders** under **Auto Responders**.
2. Click on **EDIT** of the responder that you would like subscribers to subscribe in.



Auto Responder Sets	Subscribers		
Sample Auto Responder Set	1	EDIT	DELETE
Click here			

- Click on **Opt-In Form to Add Subscriber** in the screen.

Edit Responder Details	Preview Layout	View Subscribers
Opt-In Form to Add Subscriber	Edit Confirmation Email & Webpage	

Responder Name	Sample Auto Responder Set
Responder Business	Ubuntu Auction
Responder Email	admin@demo.samplesite.com

- Select display fields to be displayed in your opt-in form by ticking them in the next page. Also you can define your own custom fields to be added to the opt-in form. You can create up to 21 custom fields.

Create an Opt-In Form to use on your Website or external website to Add a Subscriber to your Auto Responder List. Simply choose the fields that you would like to appear in your Opt-In Form

Tick to Display Field in Opt-In Form Name of Field, Field Type and if required

Select fields for your opt-in form by ticking them here.

- ☒ First Name *(Required for form to work)*
- ☐ Last Name ☐ Required?
- ☒ Email Address *(Required for form to work)*
- ☐ Address 1 ☐ Required?
- ☐ Address 2
- ☐ City ☐ Required?
- ☐ State ☐ Required?
- ☐ Post Code / ZIP ☐ Required?
- ☐ Country ☐ Required?
- ☐ Phone ☐ Required?
- ☐ Fax ☐ Required?

You can make these fields required by ticking these

Write the custom field name here

Optional Custom Fields

(skip this if not requiring custom fields and data to be collected)

Select the type of the field

You can enable the custom field by ticking this

- | | | | | |
|------------------|--------------------------|----------------------|----------|------------------------------------|
| Custom Field #1 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #2 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #3 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #4 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #5 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #6 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #7 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #8 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #9 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #10 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #11 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #12 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #13 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #14 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #15 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #16 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #17 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #18 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #19 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #20 | ☐ | <input type="text"/> | One Line | ☐ Required? |
| Custom Field #21 | ☐ | <input type="text"/> | One Line | ☐ Required? |

Words to appear on Submit button at bottom of the Form

SUBSCRIBE NOW!

Submit button text of the opt-in form

Once the opt-in form is filled, users will be directed to this link

Webpage to go to After Form has been filled in

This page can be any webpage on the Internet on your website or external website.

Let the system Create a Code Module for you

so that it is very easy for you to Use this Opt-In form anywhere on your website from the Website Builder Code Module Library drop down list.

☒ Create Code Module Name

If you enable this, system will create a code module from you

Specify the name of the code module

CREATE Opt-In Form

Click here to create the opt-in form

7. Click on **EDIT** of the webpage you want opt-in form to be displayed.

Standard Pages					+ Add New Page	
ORDER BY - Select a smaller number to allow the page to be seen higher in the Navigation menu						
Order By	Display in Navigation	Customers Only	Page Name	Functions available		
12	☒	☐	Home Page	Click here to add the opt-in code to the webpage EDIT VIEW Use text Use Image		
12	☒	☐	Contact Us	EDIT VIEW Use text Use Image		

8. Click on the editor area where you would like to opt-in form to be displayed.
9. Click **Insert a Code Module** dropdown and click on the code module name that should be inserted.

Your Page Contents

Sample Auto Responder Set (AutoRespOptIn)

Insert a Code Module

How to Use CMS

Installing Ubuntu Linux

Managing Your Website

Sample Auto Responder Set (AutoRespOptIn)

Insert Code from Library

Click here to select the code module

Once the code module is selected from the dropdown, it is inserted like this in the page editor

Welcome to Ubuntu Auctions

Please subscribe here;
[SampleAutoResponderSet(AutoRespOptIn)]

10. Click **Update** to save the changes.
11. Now go to the page you inserted the opt-in form and it will be like below.

Welcome to Ubuntu Auctions

Please subscribe here;

*First Name

*Email

SUBSCRIBE NOW!



Edit Confirmation Email and Webpage

1. Click on **Manage Responders** under **Auto Responders**.
2. Click on **EDIT** of the auto responder you wish to edit the confirmation email and the webpage.
3. Click on **Edit Confirmation Email & Webpage**.



4. In the next page, you can;
 - Edit and update the subscription confirmation email
 - Edit the Thank you for Confirming Subscription page contents
 - Specify a link to go to after the subscription has been confirmed

Edit the Email that is sent requesting the New Subscriber to Confirm
 their Subscription to the Auto Responder. This Email must be sent as a form of verifying
 that the email is legitimate and was not entered by a third-party on their behalf without them knowing.

You can change the
email subject here

Confirm Subscription Email Subject

Please Confirm Subscription to Sample Auto Responder S

You can change the
email body here. But
do not change the
words inside []

Confirm Subscription Email Body

Hello [FirstName],

To CONFIRM your Subscription to Sample Auto Responder Set please
 click on the link below.

[http://\[DomainName\]/page_link.asp?uid=\[UID\]](http://[DomainName]/page_link.asp?uid=[UID])

Thank you from [BusinessName].

UPDATE

Click here to update the email

Edit the Thank you for Confirming Subscription Page Contents

this page is displayed to the Subscriber when they have clicked on the Confirm Link sent to them in the Email Above.

Insert a Code Module

Insert Code from Library

UPDATE

Click here to update the page

Thank you for Confirming your Subscription to
 Sample Auto Responder Set

If you need to Contact Us you can do so by [clicking here](#)

Once the subscriber clicks on the link in the email received after the
 subscription, this page will be displayed. You can edit this page in
 this editor.

You can enable this and provide a link here, so when
 subscribers click on the link in the email, they will be
 directed to the URL provided here instead of the
 above page.

<BODY> <DIV>

Subscribers can click this link
to contact you.

(Optional) Link to go to After the Subscription has been Confirmed

You can leave this blank and the Page details above will be used OR ALTERNATIVELY if you specify a link below,
 after the Auto Responder Database has been Confirmed by them clicking on the link, instead of showing
 the page above, you can send them to another WebPage. This link can be a Page within your Website or an External Website.

☐ ENABLE

UPDATE

Click here to update the changes



Auto Responder Settings

1. Click on **Responder Settings** under **Auto Responders**.
2. You can enable / disable triggers for auto responders in **Auto Responder Settings** page.

Simply Enable and Adjust the Settings as you need.

☒ **ENABLE Successful Order Responder**
Send this Auto Responder each time a Successful Purchase is made at the Checkout.

☒ **ENABLE Successful Subscription Email Newsletter Responder**
Send this Auto Responder each time a Successful CONFIRMED Subscription is made. (This will require the subscriber to have clicked on the CONFIRM Link or if you are adding them in the Admin Area as already Confirmed.

☒ **ENABLE Successful Customer Signup Responder**
Send this Auto Responder each time a Successful Customer Signup is made. This will be sent when the Customer is set as "ACTIVE" or "Approved".

Select the auto responder suitable for each event from the dropdown

Click here to save changes

Notes



Products

Add Category

To add a Category:

1. Click **Add Category** in the Products Admin Area.
2. Type the name of the Category (A short name that will fit on the navigation button).
3. Click **Add New Category**.
4. Add the following details of the category:
 - A. Category Description: Enter extra information about this category.
 - B. Category Image: Click **Browse** to locate the image. Click **Open** to select the image.

Note: You can only upload images from your hard drive.

5. Category Keywords: Enter most relevant keywords to be used by Search Engines to rank your website. These are not sentences but single word search terms for the Category. It is best that you enter the most relevant word to the least relevant.
6. Click **Update Category Details** to add the new category.

Edit/Delete Category

Category	Sub-Category	Upload Image or special text to the navigation button	Delete Category	Select position of button in navigation
demo	Edit Category details	Edit	Text/Image	Delete <input data-position="v" type="text" value="Position"/>
	Software	Edit	Text/Image	Delete <input data-position="v" type="text" value="Position"/>
	Accessories	Edit	Text/Image	Delete <input data-position="v" type="text" value="Position"/>
Add sub category to this category		Add Sub-Category		

To edit a Category:

1. Click **Edit/Delete Category** in the Products Area.
2. Click **Edit** beside the category to be edited.
3. Edit the details as needed.

4. Click **Update Category details** to update changes to the website.

To delete a Category:

1. Click **Edit/Delete Category** in the Products Area.
2. Click **Delete** beside the category to be deleted.
3. Click **Delete Category** to delete the category permanently.

Note: You must delete all products and sub categories in a category before it can be deleted.

Add Sub Category

You may add an unlimited amount of Sub-Categories to a Category.

To add a Sub Category:

1. Click **Add Sub-Category** in the Products Area.
2. Select a category to add the new Sub-Category to, from the drop down list.
3. Type in a name for the sub category and click **Add New Sub Category**.
4. Add the rest of the details:
 - A. Category Description: Enter extra information about this category.
 - B. Category Image: Click **Browse** to select an image. Click on the **Open** to select the image.

Note: You can only upload images from your hard drive.

- C. Category Keywords: Enter most relevant keywords to be used by Search Engines to rank your website.

Note: This is not sentences but single word search terms for the Sub Category. It is best that you enter the most relevant word to the least relevant.

5. Click **Add New Sub Category** when finished..



Edit/Delete Sub-Category

Category	Sub-Category				
demo		Edit	Text/Image	Delete	Position ▼
Sub Categories listed under category	Software	Edit	Text/Image	Delete	Position ▼
	Accessories	Edit	Text/Image	Delete	Position ▼
+ Add Sub-Category		Upload Image or special text to the navigation button Select position of button in navigation Delete Sub Category			

To edit a Sub-Category:

1. Click **Edit/Delete Sub-Category** in the Product Admin Area.
2. Click **Edit** beside the Sub Category to be edited.
3. Edit the sub category details as needed.
4. Click **Update Sub-Category Details** to update the Sub Category.

To delete a Sub-Category:

1. Click **Edit/Delete Sub-Category** in the Products Admin Area.
2. Click **Delete** beside the sub category to be deleted.
3. Click **Delete Sub Category** to delete the subcategory permanently.

Note: All Products in the sub category must be deleted before the sub category can be deleted.

Add Product

To add a Product:

2. Click **Add Product** in the Products Admin Area.
3. Select a category to put the product in from the drop down menu and click **Select Category**.
4. Add the product details:
 - A. Select Sub Category: Select the Subcategory you are putting this new product in.
 - B. Product Name: Add the name of the product.

- C. Product Images: Click **Browse** and select an image of the product from your My Documents Folder (select up to five images).
- D. Product Brief Description: Add a brief description of the product
- E. Product Advanced Description: Add a detailed description of the product which will be displayed on the product detail page of your website. You can add more information and images for the product (for button descriptions see the glossary on page 24).
- F. Pricing Section: Enter the retail price of the product.
- G. Special Price (Optional) for a discounted special, **Tick** the box to enable and type in the new special price, simply **Untick** to remove special price.
- H. Enter the cost price (Optional).
- I. Product Options (Optional): To create different product options, Name the option and then type in all of the options (eg. Colours – blue, purple, orange)
- J. Freight Calculation Section: Ensure you have activated this function in the “Edit payment methods” Area, to use the Freight calculation facility. Fill in the following fields to calculate the freight of the product
 - i. Weight Add the weight of the product in grams only.
 - ii. Height Add the height of the product in millimetres only.
 - iii. Width Add the width of the product in millimetres only.
 - iv. Length Add the length of the product in millimetres only.
- K. Supplier Information (Optional): Select the Supplier. Enter the Supplier ordering code. Enter the Ordering Quantity of Recorder.
- L. Inventory Section (Optional): Product Status; Select ‘Available’ so it displays for customers or select ‘Offline’ to hide the product from view. Enter quantity in stock and re-order level. Display Quantity in Stock; select ‘false’ to hide the quantity of product you have in stock or select ‘True’ to display the quantity of product you have in stock to your website viewers. Quantity in Stock will be adjusted when the orders are placed, paid for, confirmed or shipped for each and every order. You can define a reorder level for the product where, when this level is



reached, an email will be sent automatically informing the reorder requirement.

- M. If the product is a video file, you can set the number of days that the shopper can watch the Pay-Per-View webpage that you provide them. An email will be sent to the shopper as soon as they have paid so that they can View the page as soon as they have paid.

Pay-Per-View Product Details

Pay-Per-View Product Feature : ☒ **ENABLE** the ability for people to view a Webpage after the Invoice is PAID.
 This might be used to allow someone to Watch a Video after paying their Invoice.

Tick this to enable this feature

To specify a Pay-Per-View product, you simply need to place the link to the webpage that you would like to give them access to once they have paid.
 1. Please note you cannot have a Pay-Per-View product with \$0.00 value due to the system only triggering a purchase when a payment is made and a payment cannot be made to a product with 0.00 payment required.
 2. Do not link to a page that is password protected, as this will be hard for them to Log In and come back to the link after they have signed in.
 3. Entering 1 Day to View after Purchase Date, then this will allow them to view the Webpage for 24 hours.

Specify the link where the customers would visit to watch Pay-Per-View product

LINK to Pay-Per-View Webpage:
 eg. http://domain.com/filename.asp

Specify the number of days the product can be viewed

Days can View after purchase date: Enter a 0 for unlimited days download period.

- N. Search Engine Keywords: Enter relevant keywords to be used to display the relevant search terms for this product to the Search Engines.

Note: This is not sentences but specific search words. Use the following method in order of first as highest importance - keyword1, keyword2, keyword phrase1, keyword phrase 2, keyword3.

4. Click **Add New Product** when finished.

Edit/Delete Product

The screenshot shows a product management interface. On the left, the product name 'One becomes Two 10"' is displayed, followed by 'Code: 9' and 'Category > The Zen Collection'. Below this are three buttons: 'VIEW', 'EDIT', and 'DELETE'. A red arrow points to the 'EDIT' button with the text 'Click EDIT to edit the product'. Another red arrow points to the 'DELETE' button with the text 'Click DELETE to delete the product'. Below the buttons is a dropdown menu labeled 'Category/Display Position'. On the right, there is a vertical stack of three product images. Below the images, there are two price input fields: 'RETAIL AUD\$ 55.00' and 'On Special AUD\$ 0.00'. A red arrow points to the 'RETAIL' field with the text 'Edit the price here'. Another red arrow points to the 'On Special' checkbox with the text 'Having a sale? tick the box and type in the speical price'.

To edit a Product:

1. Click **Edit/Delete Product** in the Products Admin Area.
2. Select a Category from the drop down list to locate the product. Click **Search**.
3. Select a Sub Category if needed and click **Search**.
4. Click **Edit** next to the product you need to edit.
5. Edit the product as needed and click on **Update Product Details**.

To delete a Product:

1. Click **Edit/Delete Product** in the Products Admin Area.
2. Select the products Category from the drop down list to locate the product and click **Search**.
3. Select a Sub Category if needed and click **Search**.
4. Click on **Delete this Product** beside the product to be deleted.
5. Click **DELETE this Product PERMANENTLY** to delete.

To edit Prices:

1. Click **Edit/Delete Product** in the Products Admin Area.
2. Select the products Category from the drop down list to locate the product.



3. To change the price, enter a new price, or to have a limited time special tick **On Special** and type in the special price as displayed.

RETAIL AUD\$	55.00
☒ On Special AUD\$	49.00

4. Click **SAVE PRICE CHANGES**.

Add a Downloadable Product

Sell DOWNLOADABLE Products such as Video, Music, Photo, PDF, Podcasts - any type of file!

NEW! - Allows you to specify a Downloadable File and how many days after they have made their purchase they may download the File. For example you might give them 3 days to download the file and then after that they must request it from you. This will help stop particular people forwarding a link for other people to download the file.

To add a downloadable product to your shopping cart:

1. Click **Add Product** in the Products Admin Area.
2. Add all the details for your downloadable product exactly as described in the Add Product topic to add it as a product.
3. Click **Edit/Delete Product** in the Products Admin Area..
4. Go to the product you just added, and click **Edit**.
5. Scroll down through the details of the product and just above the keywords section is a new option, which allows you to add your downloadable file as displayed.

Downloadable Product Details

Downloadable Product Feature : ☐ **ENABLE** the ability for people to download this Product after the Invoice is PAID.

You can have a Downloadable File that will be hosted on your Website Hosting Space or you may have a Link to an external website. Either way, the file/link location is NOT REVEALED to the Person who is purchasing your Product.

Please note you cannot have a Download able product with \$0.00 value due to the system only triggering a purchase when a payment is made and a payment cannot be made to a product with 0.00 payment required. To overcome this you can simply create a .TXT file with a link to the location of your file according to the [Upload Files section](#).

☒ **FILE to Download :**
eg. DIY_videos.zip (where several files are in 1 zip file)

☐ **LINK Download :**
eg. http://domain.com/filename.zip

Days can Download after purchase date: Enter a 0 for unlimited days download period.

6. Complete the 3 steps as displayed to add your downloadable file.

Enable / disable the downloadable feature

Downloadable Product Details

Downloadable Product Feature : ☒ **ENABLE** the ability for people to download this Product after the Invoice is PAID.

You can have a Downloadable File that will be hosted on your Website Hosting Space or you may have a Link to an external website. Either way, the file/link location is NOT REVEALED to the Person who is purchasing your Product.

Please note you cannot have a Download able product with \$0.00 value due to the system only triggering a purchase when a payment is made and a payment cannot be made to a product with 0.00 payment required. To overcome this you can simply create a .TXT file with a link to the location of your file according to the [Upload Files section](#).

Instead of uploading the product to your website, you can type the web link of the product if it is already uploaded to another web location

Click here to select the downloadable product to be uploaded from your hard drive

☒ **FILE to Download :**
eg. DIY_videos.zip (where several files are in 1 zip file)

☐ **LINK Download :**
eg. http://domain.com/filename.zip

Type the number of days a purchaser has to download your file

Days can Download after purchase date: Enter a 0 for unlimited days download period.

7. If the downloadable product requires a serial code or username/password, you can supply that in the email sent to the customer.

In addition to that, you can track the product activation where the number of activations of the software can be limited. This will protect your software against piracy.

For that, follow the instructions in the screen below.

Once this is enabled, serial or username/password will be sent in the email to the customer

☒ **ENABLE** Register a Serial or Username with this Download and have it inserted into the Download Email sent on Purchase.

☒ **Serial Code** Field Name : eg. Serial Code / Username

☐ Field Name : eg. Password

☐ Field Name : eg. hyperlink for additional resources

Current Serial Codes Available for Purchase = 0

You can import the serial codes of the software by clicking here. Follow the instructions of the page appears next.

If this is enabled, you can track and limit the number of activations of the software

☒ **ENABLE** Use Online Serial Authorisation and track activation of Product

☒ Restrict ability to Activate to only times.

For this to work, please review the Instructions

Read carefully to enable this feature



8. Click **Update Product Details** when finished.

Add a Pay-Per-View Product

This allows you to enable the ability for people to view a Webpage after the Invoice is PAID. This might be used to allow someone to watch a Video after paying their Invoice.

Also you can limit the number of days the page that will be available for viewing.

To add a Pay-Per-View product:

1. Click **Add Product** in the Products Admin Area.
2. Add all the details for your downloadable product exactly as described in the Add Product topic to add it as a product.
3. Click **Edit/Delete Product** in the Products Admin Area..
4. Go to the product you just added, and click **Edit**.
5. Scroll down through the details of the product and go to **Pay-Per-View Product Details**.
6. Complete the 3 steps as displayed to add your Pay-Per-View product.

Enable / disable the Pay-Per-View feature	Pay-Per-View Product Details
Pay-Per-View Product Feature : ☐ ENABLE the ability for people to view a Webpage after the Invoice is PAID. This might be used to allow someone to Watch a Video after paying their Invoice.	
To specify a Pay-Per-View product, you simply need to place the link to the webpage that you would like to give them access to once they have paid. <i>1. Please note you cannot have a Pay-Per-View product with \$0.00 value due to the system only triggering a purchase when a payment is made and a payment cannot be made to a product with 0.00 payment required.</i> <i>2. Do not link to a page that is password protected, as this will be hard for them to Log In and come back to the link after they have signed in.</i> <i>3. Entering 1 Day to View after Purchase Date, then this will allow them to view the Webpage for 24 hours.</i>	
LINK to Pay-Per-View Webpage:	 eg. http://domain.com/filename.asp
Days can View after purchase date:	Enter a 0 for unlimited days download period.

Type the web link of the page that you want to add under Pay-Per-View

Type the number of days a purchaser has to view the page

Auto Responder Trigger

To setup an Auto Responder trigger:

1. Click **Add Product** in the Products Admin Area.
2. Add all the details for your downloadable product exactly as described in the Add Product topic to add it as a product.

3. Click **Edit/Delete Product** in the Products Admin Area..
4. Go to the product you just added, and click **Edit**.
5. Scroll down through the details of the product and go to **Auto Responder Settings**
6. You can enable / disable this feature in this section and also the appropriate auto responder can be selected from the dropdown.

Enable / disable auto responder trigger Auto Responder Settings

☐ **ENABLE** Successful Purchase of this Product to start an Auto Responder

Send this Auto Responder (provided by CD-Fulfillment website)

You can select the suitable auto responder from the dropdown

CD/DVD Fulfillment

To add a CD/DVD Fulfillment:

1. Click **Add Product** in the Products Admin Area.
2. Add all the details for your downloadable product exactly as described in the Add Product topic to add it as a product.
3. Click **Edit/Delete Product** in the Products Admin Area..
4. Go to the product you just added, and click **Edit**.
5. Scroll down through the details of the product and go to **Delivery / Fulfillment Settings**.
6. You can enable / disable this feature in this section and enter the CD/DVD ID provided by CD-Fulfillment website.

Enable / disable CD/DVD Fulfillment feature Delivery / Fulfillment Settings

☐ ENABLE CD or DVD Fulfillment through a CD-Fulfillment Account. [See Freight Settings page for more info.](#)

CD/DVD ID (provided by CD-Fulfillment website)

You can type the CD/DVD ID provided by CD-Fulfillment website

NOTE: You need to enter your CD Fulfillment Username and Password on the Freight Settings page (**Orders Admin -> Order Settings -> Freight Calculation Settings**).



Fulfillment Settings

☒ **ENABLE** CD-FulFillment Account Settings Go to www.cd-fulfillment.com for more Info
Tick this to enable this feature

Account Username **Enter the username/password**

Account Password

☐ TEST MODE for making Test Orders when setting up your Products.

Add Supplier

To add a Supplier:

1. Click **Add Supplier** in the Products Admin Area.
2. Add all of the supplier's details and click **Add New Supplier**.

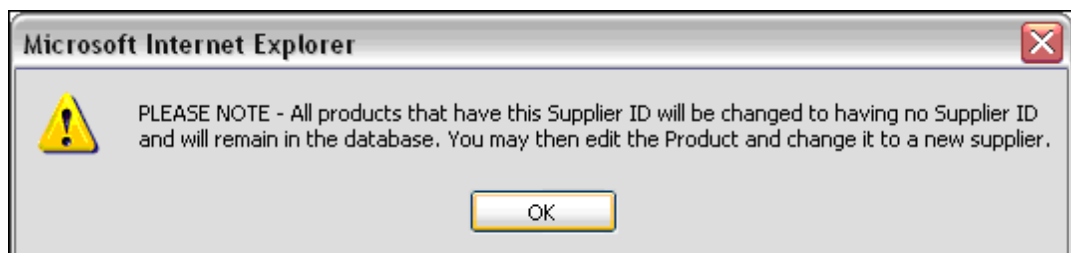
Edit/Delete Supplier

To edit a Supplier:

1. Click **Edit/Delete Supplier** in the Products Admin Area.
2. Select supplier from the drop down menu and click **Edit/Delete Supplier**.
3. Edit the supplier's details and click **Update Supplier**.

To delete a Supplier:

1. Click **Edit/Delete Supplier** in the Products Admin Area.
2. Select supplier from the drop down menu and click **Edit/Delete Supplier**.
3. Click **Delete Supplier**.
4. The suppliers details are now displayed, to delete supplier click **DELETE SUPPLIER**.
5. Click **OK** to delete.



Product Settings

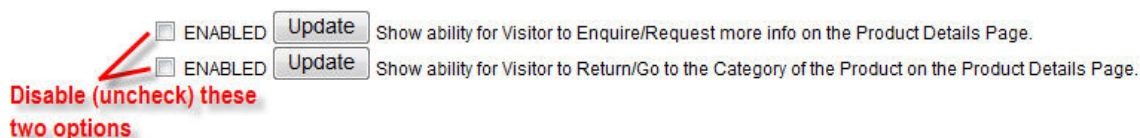
To change the Product Settings:

1. Click **Edit/Delete Supplier** in the Products Admin Area.
2. Select supplier from the drop down menu and then click **Edit/Delete**.

To turn off the Request More Information and Return to Category buttons on Product

Details page:

1. Click **Products Settings** under **Products Admin** in the left navigation.
2. Disable following two options.



To allow your customers to search by Price Range:

A drop down box can be enabled to appear on every page that will make it easy for you to allow Customers to search by price range.

1. Click **Products Settings** under **Products Admin** in the left navigation.
2. Enable **Search by Price Range to be displayed in Navigation** and specify the price ranges.



☒ **ENABLE** Search by Price Range to be displayed in Navigation

Link directly to Page

Simply enter the number ranges you want people to be able to search by on your website and the it will appear in your Navigation.

Enable this

Specify the price ranges of the products here

From	To
\$ 0.00	\$ 25.00
\$ 25.01	\$ 50.00
\$ 50.01	\$ 75.00
\$ 75.01	\$ 100.00
\$ 100.01	\$ 125.00
\$ 125.01	\$ 150.00
\$ 150.01	\$ 175.00
\$ 175.01	\$ 200.00

SAVE

To adjust the final preview of the product images:

You can adjust the product preview image size to be whatever you want and this will allow you to place some pretty large preview photos in place.

1. Click **Products Settings** under **Products Admin** in the left navigation.
2. Specify the pixel size for the image and click **Update**.

Product Photos Resized to

pixels wide for each Main Product Photo. Adjust this if you require larger than normal photos to be displayed when people click on the smaller image displayed on the Product Page.

Update

Specify the image size here

Notes



Email Newsletter

Send Newsletter

We highly recommend you type out all your text content in WORD and copy and paste it into the HTML editor and then pretty up and upload images as required. This is to avoid you typing a lot of text and losing it if your admin times out. If you create and save it in Word first you will always be able to retrieve it.

To send newsletter:

1. Click **Send Newsletter** in the Email Newsletter Admin Area.
2. Create your Newsletter using the HTML toolbar.

Newsletter OPTIONS

Substitution Text

If you put exactly these words with square brackets around them, then when an Email Newsletter is being sent out, the Name and Email Address can be used throughout the Newsletter wherever you have placed these words. *Please note you must use the exact words with the exact Uppercase and Lowercase letters wherever shown below.*

[Firstname] - will automatically substitute the subscriber's First Name
[Lastname] - will automatically substitute the subscriber's Last Name
[Email] - will automatically substitute the subscriber's Email Address

Display in Newsletter Archive

Yes - show in Newsletter Archive ▼

You can either display this newsletter in the archive or not

Recipients to send this to

You can select from the several lists such as Customers, Newsletter Subscribers, Customer Groups and Auto Responder Subscribers by ticking the box for them to receive the Newsletter. If an Email Address is in more than 1 list, only 1 Email is sent to the Email Address (this means they DO NOT receive duplicate versions of the same email).

☐ Email Newsletter Subscribers (Total recipients = 0) View List

☐ All Affiliates (Total recipients = 0) View List

☒ All Customers (Total recipients = 3) View List

You can select subscribers, affiliates and customers here

Customer Groups

☒ Customer Group 1 (Total recipients = 0) View List

You can select customer groups here

Auto Responder Groups

☒ Free Report Auto Responder Subscribers (Total recipients = 2) View List

☒ Welcome! Subscribers (Total recipients = 0) View List

You can select auto responder subscriber groups here

Newsletter CONTENTS

Subject

Message

Hello [Firstname],

Type your newsletter here. You can change the formatting using the above toolbars.

Thank you for reading this Email [Firstname],

From Ama

3. When you are ready to send your email newsletter, click **Continue to PREVIEW.**

Preview Email Newsletter

Edit before sending Send Newsletter NOW Delete Newsletter

RECIPIENTS : Send TEST Email Newsletter

Click here if you want to edit the newsletter before sending

Recipients to send this to

FALSE Email Newsletter Subscribers (Total recipients = 0)	View List
TRUE All Customers (Total recipients = 0)	View List

You can send a test email newsletter to see how exactly the newsletter looks like

This Preview below may not appear like this in an Email Inbox. It is best to use the Send Test Email to see what it will actually look like before sending.

Send TEST Email Newsletter

SUBJECT : New Features Available!

Hello John,

We have introduced many of new features to Aqua CMS. Please login and see how you can use them to improve your business.

Thank you for reading this Email John,
From Ama

4. Check over your newsletter one last time. If you need to edit it simply click **Edit Before Sending.**
5. It is always recommended to send a test newsletter before you send it out. This makes sure that you fully see what you send out before doing so. Click **Send TEST Email Newsletter** for sending a test newsletter.
6. If you are ready to send click **Send Newsletter NOW** and your newsletter is sent out to your subscriber list/all customers depending on your selection.

Substitution Text Explanation



To automatically insert the subscriber's first name, last name and email address in the newsletter when it is being Emailed, be sure to type the exact words as listed below:

[Firstname] - will automatically substitute the subscriber's First Name

[Lastname] - will automatically substitute the subscriber's Last Name

[Email] - will automatically substitute the subscriber's Email Address

Note: Your newsletters are SPAM Law Compliant

The following text is the Opt out option found at the bottom of every email newsletter you send out.

This page was sent using our Opt-In E-mail Newsletter service. Your email is totally confidential and will not be available to any one whatsoever under any circumstances.

COPYRIGHT by Demo Website. No part of this document can be copied or used with out first obtaining permission by contacting Demo Website.

TO UNSUBSCRIBE to this E-mail Newsletter simply go to this Webpage and enter your email address to be Removed from this Susbcription - [Click here](#)

Your Contact details display here.

Add Subscriber

To add a subscriber:

1. Click **Add Subscriber** in the Email Newsletter Admin Area.
2. Add the new subscriber's First Name, Last Name, Email Address and Country.
3. Click **Add New Subscriber** to add subscriber.

Note: You will not be able to send email newsletters to the new subscriber, until they have confirmed their subscription by replying to the email that is automatically sent to them when you add them.

Note: You cannot enter the same email address twice, you will be notified.

Edit/Delete Subscriber

To edit a subscriber:

1. Click **Edit/Delete Subscriber** in the Email Newsletter Admin Area.
2. Select a search option.

Please enter a search query to find an existing Subscriber
 Or [click here](#) to scroll through ALL Subscribers

You may edit their details once you have chosen an option and found the correct Email Address

Click here to search through all subscribers

OR

Type in the subscribers details, Then click on Search

First Name

Last Name

Email

3. If scrolling through all subscribers, simply click **Click Here to Edit** beside a subscriber. You can now edit any of their details.
4. Click **Update Subscriber Details** to update the new details.

*Note: Clicking **Unsubscribe** deletes the subscriber.*

To delete a subscriber:

1. Click **Edit/Delete Subscriber** in the Email Newsletter Admin Area.
2. Search for the subscriber.
3. Click **Delete Subscriber** next to the subscriber.

Name: Marissa from AUSTRALIA Email: marissa@seeyourwebsite.com	Click to delete	Click here to edit Click here to delete
--	---------------------------------	--

4. Click **REMOVE the selected Subscriber** to delete the subscriber permanently.



View ALL Subscribers

To view all subscribers:

1. Simply click **View ALL Subscribers** in the Newsletter Area, to view a list of all subscribers' details.

View/Edit Newsletter Archive

To read a Newsletter:

1. Click **Edit Newsletter Archive** in the Email Newsletter Admin Area.
2. All Email Newsletters in the archive are displayed. To read a newsletter click **Click here to Read this Newsletter** located directly below it.

To edit a Newsletter:

1. Click **Edit Newsletter Archive** in the Email Newsletter Admin Area.
2. All Email Newsletters stored in the Newsletter Archive will be displayed. Click **Click here to Edit this Newsletter**.
3. Edit the content as you require.
4. Click **Update Newsletter**.

To delete a Newsletter:

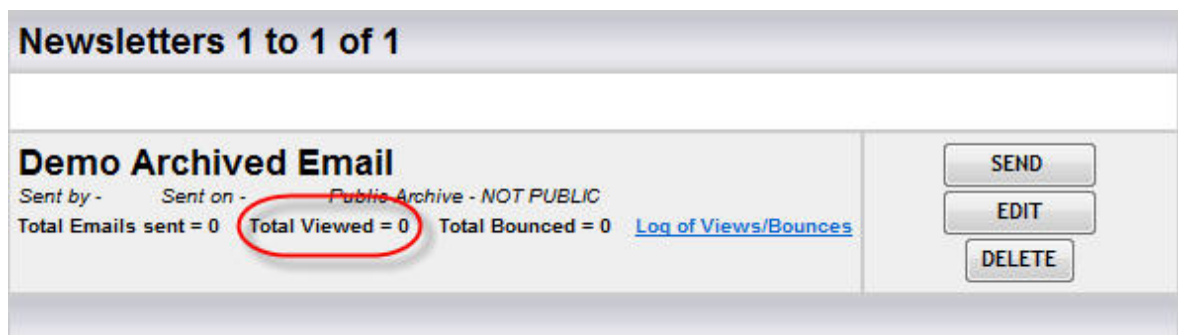
1. Click **Edit Newsletter Archive** in the Email Newsletter Admin Area.
2. A list of all Email Newsletters stored within the Newsletter Archive will be displayed. Click **Click here to Delete this Newsletter** beside the newsletter you wish to delete.
3. The newsletter you wish to delete will be displayed. To delete the newsletter click **Delete Newsletter** at the bottom of the page.

Note: The Newsletter will be deleted permanently after this step.

To track the views of a Newsletter:

After sending an Email Newsletter, you can now track all the viewing activity for each subscriber. You can view exactly which subscriber/customer who has opened their Email Newsletter and who has not. Since some email clients (Windows Mail and Outlook 2007) block images that are used to know when the recipient has viewed the email, this may not be 100% accurate.

1. Click **Edit Newsletter Archive** in the Email Newsletter Admin Area.
2. The number of customers who viewed your newsletter will be displayed in this page.



Newsletter Settings

To enable the Newsletter system:

1. Click **Newsletter Settings** in the Email Newsletter Admin Area.
2. Check **ENABLE** to enable your newsletter and to allow subscribers to subscribe to your newsletter.



3. Click **Update**.

To disable the Newsletter system:

1. Click **Newsletter Settings** in the Email Newsletter Admin Area.
2. Uncheck **ENABLE** to disable your newsletter and to deny subscribers to subscribe to your newsletter.



☐ **ENABLE**

 Email Newsletter enabled allowing people to Subscribe

- Click **Update**.

To enable the Newsletter archive:

- Click **Newsletter Settings** in the Email Newsletter Admin Area.
- Check **ENABLE** to enable your newsletter archive

☒ **ENABLE**

 Newsletter Archive displayed on website if above enabled

- Click **Update**. The output is as displayed.

Subscribe to Newsletter

Newsletter Archives

Here is where it is on your website

This button on your website is how the public accesses your newsletter archives

NOTE: The Newsletter Archive is a vault of all of the newsletters you write and select to be archived. If the newsletter archive is enabled it is accessible by the public. If you do not want the public to view your newsletters then you will need to disable it (see below).

To disable the Newsletter archive

- Click **Newsletter Settings** in the Email Newsletter Admin Area.
- Uncheck **ENABLE** to disable the newsletter archive, so your newsletters are not accessed by the public.

☐ **ENABLE**

 Newsletter Archive displayed on website if above enabled

- Click **Update**. The output is as displayed.

Subscribe to Newsletter

The link to the archive is now disabled and doesn't appear on your website

To change Newsletter Sender details:

- Click **Newsletter Settings** in the Email Newsletter Admin Area.

Newsletter Sender Details

Words used as the Sender Name of Newsletter

Ama Newsletter

Type the sender name here which will be showed to the subscribers as "Sender"

Email Address used as the Sender Email

Update

Type the sender email address here

Change the text fields as you want and click **Update** to save changes.

To add a background colour to your newsletter:

Click **Newsletter Settings** in the Email Newsletter Admin Area.

Email Newsletter Page Width

95%

Update

You can set the newsletter page width here

You can enter a Set Pixel Amount such as '600' or enter a % value which will make the page adjust to people's different screen sizes. Either way will work on all Inboxes. 600 is the recommended size to use.

Set the desired value in the text box and click **Update** to save the change.

To upload a header image for Newsletter:

1. Click **Newsletter Settings** in the Email Newsletter Admin Area.
2. Click **Browse** to locate and add your header image for your newsletter.

Email Newsletter Header Image

To ensure your email newsletter fits on people's screens and printed pages, this image is recommended to be less than or equal to 600 Pixels wide.

Browse...

UPLOAD

DELETE HEADER IMAGE

You can delete existng header image by clicking this

Click here to browse the image

3. Click **Upload** to upload to the website.

To add a background colour to your newsletter:

1. Click **Newsletter Settings** in the Email Newsletter Admin Area.
2. Click **Change Background Colour**.

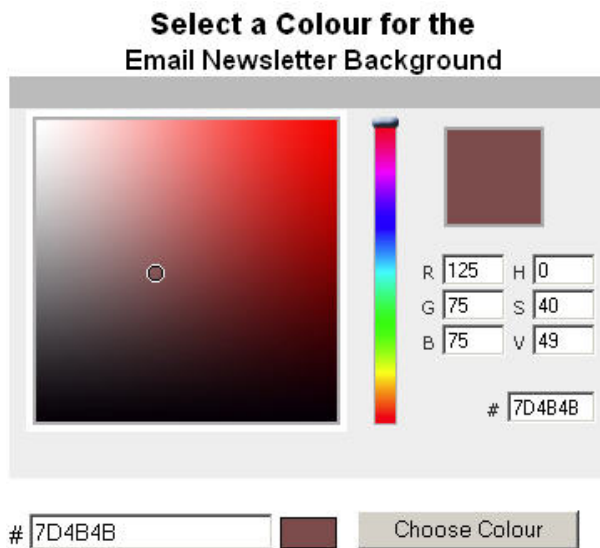
Email Newsletter Background Colour

Change Background Colour

Click here to change the background colour of the newsletter



3. A colour box will appear; select a colour by clicking and moving your mouse over the colours and click on the colour of your choice.



4. Now click on **Choose Colour** and the following screen will be displayed.



**Make sure you refresh the page you are
on to see the new colour being displayed**
You can refresh a page by holding down Ctrl+F5

Close this Window

5. Click **Close this Window**. Now your newsletters will have a coloured border around them.

To change Newsletter Confirmation Email:

When a user is subscribed to your newsletter, a newsletter confirmation email is sent to the subscriber's email asking for the confirmation. If the subscription is genuine, the user will reply or follow instructions in the confirmation email. This way you can protect yourself against scammers.

1. Click **Newsletter Settings** in the Email Newsletter Admin Area.

Newsletter Confirmation Email

Subject Line

Body of Email

You can change the subject line of your confirmation email

You can change the body of the confirmation email here

Hello [FirstName] [LastName]

Here is a request for Confirmation of your Subscription to the Demo Website Email Newsletter. You or someone else added your Name and Email Address to the Email Newsletter Subscription service at the website [http://\[DomainName\]](http://[DomainName]).

To CONFIRM your Subscription please click on the link below.

[http://\[DomainName\]/confirm.asp?id=\[SubscriberID\]&email=\[EmailAddress\]](http://[DomainName]/confirm.asp?id=[SubscriberID]&email=[EmailAddress])

SAVE SETTINGS

2. Click **SAVE SETTINGS** to save changes.

To manage the Bounced Newsletters:

After sending an Email Newsletter, you can now have any bounced emails set to not be sent to your Inbox, and instead will be listed in the system and you can set the number of bounces and email addresses will be automatically unsubscribed. By default, your bounced emails will still come through to your Inbox and no unsubscription will occur. You must change the settings for this to become active and work automatically.

1. Click **Newsletter Settings** in the Email Newsletter Admin Area.
2. Enable SETTING 3 and set number of bounces for SETTING 4.

SETTING 3 ☒ **ENABLE** **Update** Delete Bounced Email Newsletters after recording that they were bounced

SETTING 4 **UNSUBSCRIBE** after **BOUNCES** to a particular email address **Update**

Enable this **Set number of bounces to unsubscribe automatically**

To change the footer of the Newsletters:

1. Click **Newsletter Settings** in the Email Newsletter Admin Area.
2. You can change the Email Newsletter footer content which is located under **Newsletter Display & Appearance settings**.


SETTING 10 Email Newsletter Footer Copyright Notice

Paragraph
Font Name
Size
B
i
U

COPYRIGHT 2008 by Demo Aqua Websites. All rights reserved. No part of this document can be copied or used with out first obtaining permission by contacting Demo Aqua Websites.

You can change the newsletter footer content here

Update
Click here to update footer

Email Newsletter Log

To see the log of email newsletters sent by you;

1. Click **View Email Log** under **Email Newsletter** on the left navigation.
2. The details of the newsletters sent will be displayed.

Email Newsletter Email Log

Emails sent from Email Newsletter area

Emails Displayed 1 to 3 of 3

Recipient	Subject	From	Status	
john.smith@yahoo.com	New Products!	Email Newsletter	Sent OK!	View Message
john.smith@gmail.com	New Products!	Email Newsletter	Sent OK!	View Message
john.smith@company.com	New Products!	Email Newsletter	Sent OK!	View Message

Recipient Subject From Status

Emails Displayed 1 to 3 of 3

Notes



Customers

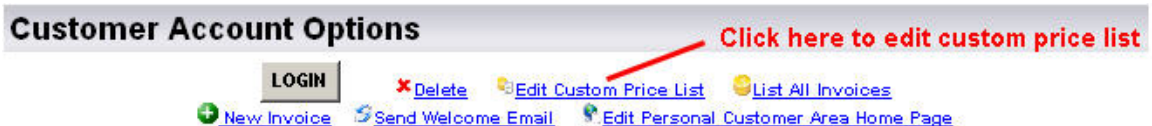
Add New Customer Account

To add a customer account:

1. Click **Add New Customer Account** in the Orders Area. You must fill in the fields with a red *.
2. Click **Add Customer** when finished.

Custom Price List for Each Customer

1. Add a customer to the system and then the following section will be appeared in the page. Click on **Edit Custom Price List**.



2. You can change prices and discount specific to this customer you added in the next page.

Look Up All Customer Accounts

To look up all customer accounts:

1. Click **Look up All Customer Accounts** in the Orders Area.
2. All customers are now displayed, you have the ability to view the customers details, delete the customer, list all invoices and/or create a new invoice for a customer.

Customer ID	Name	View Customer Details	Delete Customer	Past Invoices	Create Invoice for this customer
12042	agdsdfgsd - Vanya Markiewicz	View Edit	Delete	List All Invoices	New Invoice
12043	g - dsfds fgdgd	View Edit	Delete	List All Invoices	New Invoice
12044	g - dsfds fgdgd	View Edit	Delete	List All Invoices	New Invoice
12045	g - dsfds fgdgd	View Edit	Delete	List All Invoices	New Invoice
12046	g - dsfds fgdgd	View Edit	Delete	List All Invoices	New Invoice

Customer Settings

In this page, you can simply change the customer settings based on your business requirements. You may need to thoroughly read and understand each setting before you turn then on/off.

All the settings in this page are self-explanatory.



Edit Customer Settings

Customer Options and Settings Configuration

GLOBAL SETTING that will change the word Customer to anything you want.

Customer Customer Name as referenced throughout Website eg. Customer, Affiliate, Distributor, Client.
Only type in the singular as the website will automatically add a plural s where appropriate.

You can define how
you name your
customer (Ex:
Client, Affiliate)

Edit Customer Welcome Email

Edit Password Retrieved Email

SAVE MAIN SETTINGS

Click here to save changes
made in this section

- SETTING 1** ☐ **ENABLE** - Customer Login Area so that a Customer can log in and see pages only visible to Customer and purchase products off the Standard or their own Custom Price List. The website will provide a Log In link in the Navigation Areas if "Customer Login and Account Pages" is enabled on the [Edit Page Layout](#).
- SETTING 2** ☐ **ENABLE** - Allow people who have made a purchase through your Shopping Cart to be added to your Customer automatically when they place an Order. This will still require Approval if the option below requires Customer to be APPROVED.
- SETTING 3** ☐ **ENABLE** - Customer Application on Main Website that allows people to Sign Up Online as a Customer as well as you be able to add a Customer in the Admin Area.
Below is the LINK FOR the Customer SIGNUP PAGE when you have enabled this Setting
- SETTING 4** ☐ **ENABLE** - Customer Application on Main Website to show Terms and Conditions for the Sign Up page for Customers to agree to upon signing up. **Change Terms & Conditions**
- SETTING 5** ☐ **ENABLE** - Customer Application to Allow New Customer to enter and as soon as they use the Customer Application, they can log in and start shopping. *If you want to have a pending list which you approve first before they have access, then DISABLE this feature and on the Admin Home Page you will see a green box appear each time that you have a Customer you need to APPROVE.*
- SETTING 6** ☒ **ENABLE** - Customer Application collects a Sponsor ID which can be used for reference or used by the [Affiliates Settings](#).
- SETTING 7** ☐ **ENABLE** - Customer Application collects a Placement ID which can be used for reference or used by the [Affiliates Settings](#).
- SETTING 8** ☐ **ENABLE** - Customer Application on Main Website to charge a Once Off Fee and Recurring Fee.
Once Off Fee = AUD\$
Recurring Fee = AUD\$ every
Invoice Detail Name
Invoice Detail Description
* Please note the Once off Fee and Recurring Fee can only be paid using a Credit Card through [PayPal](#) (NOT CURRENTLY AVAILABLE with Eway or E-Processor Payment Gateway - by end of September 2007 this will be available). If you do not have PayPal enabled then this feature will not operate. Enable Paypal by [clicking here](#) after updating this page.

SAVE SETTINGS

Click here to save the changes
made to this section

SETTING
9

ENABLE - By selecting from the drop down boxes below you can have any New Customer added to that Customer Group when they are added to the system.

No Group selected ▾

No Group selected ▾

No Group selected ▾

This allows you to add customers to groups when they are added to the system

SETTING
10



ENABLE - Automatically create a Custom Price List for each New Customer

Custom Price List Option 1

☒ DISCOUNT APPLIED TO EACH NEW Customer CUSTOM PRICE LIST %

Custom Price List Option 2

☐ USE THIS MASTER ACCOUNT AS A TEMPLATE

Set the Master Account as the Template for each new Customer that signs up.

Please select ▾

☒ Update Custom Prices of SUB-Account as Master Account Custom Prices are adjusted.

SETTING
11



ENABLE - CUSTOM FIELDS.

Allows for up to 3 Custom Fields that can be used on the Signup page and used on the Account Page as well.

Custom Field 1

| ☐ Enabled at Signup? | ☐ Required at Signup? | ☐ Display on Customer Account page?

| Field size ▾

Custom Field 2

| ☐ Enabled at Signup? | ☐ Required at Signup? | ☐ Display on Customer Account page?

| Field size ▾

Custom Field 3

| ☐ Enabled at Signup? | ☐ Required at Signup? | ☐ Display on Customer Account page?

| Field size ▾

SAVE SETTINGS

Click here to save changes made to this section

SETTING
12



ENABLE - NO PRICES to be shown on Website until Customer has logged in and then show the Customer's Custom Price List. This option is best for Wholesale suppliers that do not want to have retail prices displayed.

SETTING
13



ENABLE - NO PRODUCTS to be shown on Website until Customer has logged in and then show the Prices. This option is best for Wholesale suppliers that do not want to have any products displayed to the public and only available to Customer once they are logged in.

SAVE SETTINGS

Click here to save the changes made to this section



Import Customers and Add Them to Groups

When importing Customers into your website, you can now choose a Customer Group that you want them added to.

1. Click **Customers -> Import Customers** from the left navigation.
2. You can select the group for the new customers that are imported.

(Optional) Select a Customer Group to place the Imported Customers into.

Customer Group 1 ▾

— You can select the customer group where the imported customers will be added

Select the Excel file (.xls) to import D:\customers_1.xls

Browse...

Click here to import —

IMPORT

— Select the Excel sheet

View Pending Commissions

You can view all the Pending Commissions in the System ready to be paid out to Affiliates. You can delete or set paid any statements listed.

3. Click **Customers -> Affiliates Settings -> View Pending Commissions**.
4. You can view all the pending commission statements in this screen.

Pay Pending Commissions

You can calculate the Total of all Pending Commissions and Process them to make a Payout to Affiliates. Excel Reports as well as Mass Pay PayPal reports are created as configured.

1. Click **Customers -> Affiliates Settings -> Pay Pending Commissions**.
2. By clicking **View Statements**, you can see all the statements pending for commissions.

View Paid Commissions

1. Click **Customers -> Affiliates Settings -> View Paid Commissions**.

2. You will be given a list of all the paid commission statements in this screen.

Manually Add Commissions

1. Click **Customers -> Affiliates Settings -> Manually Add Commissions**.

Add Commissions to Affiliate Account

* Indicates Required

Customer ID : *

Order ID : *

— You can process and see the order details by clicking here

Affiliate Referral Level

Commission Amount : AUD\$ *

Commission Description/Details : (will be displayed on Commission Statement)

[Click here to add commission to Affiliate](#) —

Enter the Customer & Order IDs for giving the commission

You can add a description for this commission that will be displayed on Commission Statement

Commissions Log

The Commissions Log details all the commission particulars listed on each statement. Look through each Commission Payment that is in the system and edit or delete any pending commissions if need be as well as see any paid out commissions.

1. Click **Customers -> Affiliates Settings -> Commissions Log**.
2. You can see following information for each commission statement.
 - a. Statement Status
 - b. Statement ID
 - c. Statement Created Date
 - d. Amount



- e. Details (As you mentioned in **Commissions Description/Details** when the commission was added)
- f. Options

Commissions Report

Read through the Archived Reports created each time Automatic or Manual Commissions runs are performed. The Reports detail all the information of the Commissions Run.

1. Click **Customers -> Affiliates Settings -> Commissions Report**.
2. You will see following information in this screen;
 - a. Statement Status
 - b. Run Name
 - c. Created Date
 - d. Total Commission Paid
 - e. Options

Affiliate Configuration

You can configure Affiliate settings that will effect to the entire website.

1. Click **Customers -> Affiliates Settings -> Commissions Report**.
2. You can configure following settings related to Affiliates in this page;
 1. Enable/disable Affiliate Website Settings
 2. Affiliate Welcome Email
 3. Payout Commission Run Settings
 4. Commissions Payment methods
 5. Affiliate Area Pages
 6. Affiliate Status & Signup Page Settings
 7. Custom Price List Settings
 8. Signup Page Options
 9. Affiliate Level Percentages %
 10. Commission Statement Header Image

NOTE: You may need to pay detailed attention to the content of this page. Read through the instructions carefully

View Affiliates and Download

You can view all affiliates in one page and download then as a MS Excel (CSV) file.

1. Click **Customers -> Affiliates Commissions** in the left navigation.
2. Click **View All Affiliates** in the page appears next.
3. You can view all the affiliates of your system and download them as a CSV file.

The screenshot displays the 'Affiliates Commissions' interface. At the top, there is a dropdown menu labeled 'Please select the Order By method'. Below it, a button 'Add New Customer' is visible. To the right of this button is a link 'Download CSV of the search results' with a red arrow pointing to it and a red text box saying 'Click here to download the affiliate list'. Below the button and link, a box indicates 'Customer 1 to 1 of 1'. The main table has a header 'Customer ID Name' and contains one row with the following data: '14004', 'Beta Networks', 'john', and 'John Smith'. To the right of the row are several links: 'View Edit', 'Delete', 'LOGIN', 'List All Invoices', 'Other Options', and 'New Invoice'. Below the table, another box indicates 'Customer 1 to 1 of 1'.

Customer ID	Name
14004	Beta Networks john John Smith



Notes

Video & Audio

In this section, you can manage your video and audio content used in your website.

Upload Video Files

To Upload a Video File:

1. Navigate to **Video & Audio -> Video & Audio Admin** and you will be directed to **Media Vault** page.
2. Click **Upload Video Files** link.
3. Following page will be displayed. Click **UPLOAD NEW VIDEO**.

Complete list of all Uploaded Video Files

UPLOAD NEW VIDEO

Videos in Vault 1 to 1 of 1

A list of already uploaded videos

ID	Video Name	Viewed	STATUS	
66677574	Installing Ubuntu Linux	0	Encoded	PREVIEW Embed Code MANAGE

4. Now you will be directed to the following page.

Upload Video File

Simply choose a Video file to Upload

Name for Video File: Installing Ubuntu Linux

If you enable this, you will get a code module name of this video under the dropdown list on each Edit Webpage/Edit Product Page Description

☒ Create a Code Module for ease of use in your website. Code modules are accessible from a drop down list on each Edit Webpage or Edit Product Page Description.

☐ Extract Audio and Create a MP3 Audio file.

If you enable this, an audio file (MP3) will be created by extracting audio from your video file

C:\Documents and Settings\ Browse... UPLOAD and ENCODE

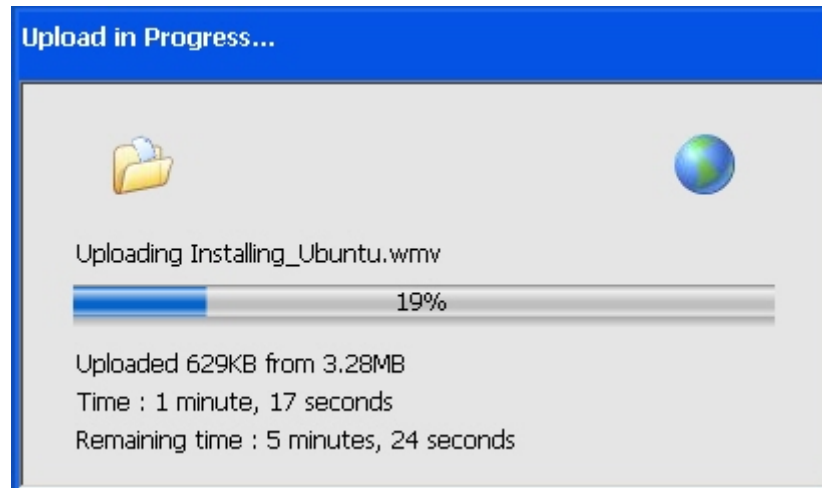
Browse your video file from the hard drive

Supported formats include : AVI, WMV, MPEG, MPG, MOV, 3GP.

Please let us know if any Videos you upload do not work properly. [Add Support Ticket](#)

Click here to upload your video file

5. The progress of the upload process will be indicated as;



6. Once the upload process is completed, you will be directed to the following page.

Video Vault

Instructions for using code module (with red arrow pointing to the 'Dove Video' option in the dropdown menu)

Upload of Video File was successful!

Code Module was Added successfully!
 Name of Code Module is the same as the Video Name.

Your Page Contents

Insert a Code Module

- Insert a Code Module
- Ding Ding Video
- Dove Video** (highlighted)
- Test Video Embed
- TestCWS

Place your mouse in the Editor area where you want the Video, then choose the Video from the Drop Down list and it will insert a Replace Phrase for the Video, so when the public view it, they can see the Video, but in the Admin Area, you see the Replace Phrase.

Insert Code from Library

Name Size **B** *i* U a^2 a_2 [List Icon] [List Icon] [List Icon]

Complete list of all Uploaded Video Files
UPLOAD NEW VIDEO (with red arrow pointing to it and text: 'You can upload another video file by clicking this'))

Videos in Vault 1 to 1 of 1

ID	Video Name	Viewed	STATUS			
66677574	Installing Ubuntu Linux	0	Encoded	PREVIEW (with red arrow pointing to it and text: 'You can preview the video by clicking this'))	Embed Code	MANAGE

A summary of video file just uploaded (with red arrow pointing to the 'Installing Ubuntu Linux' video entry)

Upload Audio Files

To upload Audio Files:

1. Navigate to **Video & Audio -> Manage Audios** on the left navigation.
2. Click **UPLOAD NEW AUDIO** button. Fill the page appears next as below.

Simply choose an Audio file to Upload

Name for Audio File **Give a name to the audio file**

Default Audio Player for this Audio file. **Select the default player for this audio from the dropdown**

Check this to create a code module so you can insert this audio with the player in any page you want ☒ **Create a Code Module** for ease of use in your website. Code modules are accessible from a drop down list on each Edit Webpage or Edit Product Page Description.

Browse the audio

Supported formats include : WAV, MP3.

Please let us know if any Audios you upload do not work properly. [Add Support Ticket](#)

Click here to upload and encode the audio

3. Once the audio file was uploaded you will be directed to **Audio Vault**. In this page, you can preview, embed code and manage the audio file. Using embed code, you can copy and paste the code to any webpage (internal or external) where this audio to be played with the player.

Audio Vault

Complete list of all Uploaded Audio Files

Audios in Vault 1 to 1 of 1

ID	Audio Name	Viewed	STATUS	Add / Edit Audio Players		
1	Hero	1	Encoded	PREVIEW	Embed Code	MANAGE

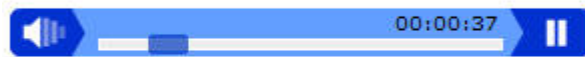
You can preview audio

4. Once the audio is previewed, it will be displayed as below.



Preview of Audio File

Name : Hero
Quality Version : High



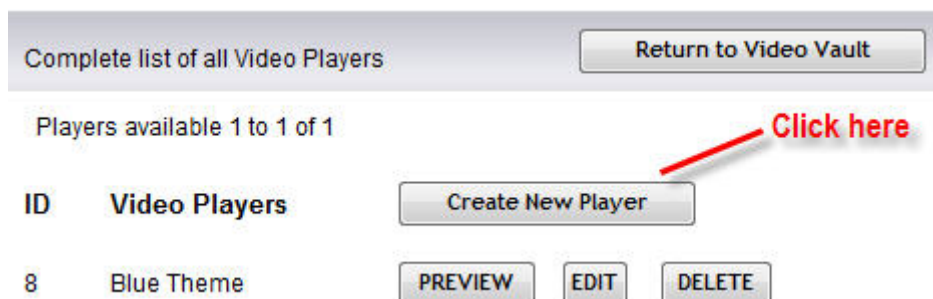
After clicking on the Play button to hear the Sample Audio, you can click on the Close button below to finish Previewing the Audio Player.

Close this Window

Video Players

To create a new Video Player:

1. Click **Video & Audio -> Video & Audio Admin** in the left navigation.
2. Click on **Video Players**.
3. Click **Create New Player** button.



4. Enter data to the form as required and click **SAVE NEW PLAYER**.

Video Player Name **Video player name**
Name is used only for your Reference in the Admin Area.

Starting Options

- ☐ Video Starts Playing when the Page Loads
- ☒ Video Starts Playing when the PLAY Button is Clicked on

Background Colour

(Optional) Pre-loaded Image before Play is pressed

If you chose Video Starts when PLAY Button is clicked then you can choose to have an Image displayed before the PLAY button is clicked. This allows the video player to blend into the Webpage easier. Image size needs to be exactly 320 wide x 300 high pixels.

(Optional) Watermark in Top Right Corner

This allows you to have your Company logo in the top right corner of the video while it is playing. Image size needs to be 100 wide x 100 high pixels or less eg. 69 x 100 is OK.

☒ Ability for Viewer to Download the Original Video File Uploaded.
Only do this if you are willing to share your Video File with your viewers.

☒ Ability for Viewer to Send Email to Friend with a link to Watch Video.

Click here to save
the new player

5. You can preview, edit or delete video players in the page appears next.

Complete list of all Video Players

Players available 1 to 2 of 2

ID	Video Players	Create New Player
8	Blue Theme	PREVIEW EDIT DELETE
9	Sundown	PREVIEW EDIT DELETE

Audio Players

To create a new Audio Player:

1. Click **Video & Audio** -> **Video & Audio Admin** in the left navigation.
2. Click **Create New Player** button.



Audio Players [Click here](#) [Create New Player](#)

- Enter data as required and click **SAVE NEW PLAYER**.

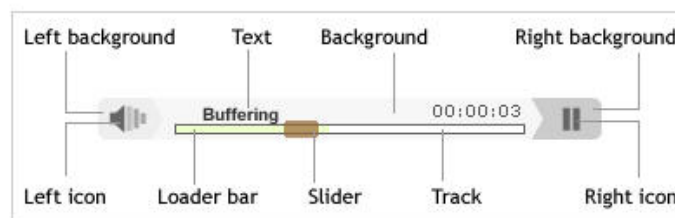
[Return to Audio Players](#)

Audio Player Name [Name your player here](#)
Name is used only for your Reference in the Admin Area.

Audio Starts when Wepage Loads Selecting No will require the person to click on the Play Icon first.

Loop / Repeat Audio File

Audio Player Colours



You can change the colours by clicking on the Colour Picker button or leave them to look like the default.

Left Background	#eeeeee	Colour Picker
Left Icon	#000000	Colour Picker
Text	#000000	Colour Picker
Loader Bar	#eeeeee	Colour Picker
Background	#f8f8f8	Colour Picker
Slider	#999999	Colour Picker
Track	#FFFFFF	Colour Picker
Track Border Colour	#666666	Colour Picker
Right Background	#cccccc	Colour Picker
Right Background Hover	#999999	Colour Picker
Right Icon	#000000	Colour Picker
Right Icon Hover	#ffffff	Colour Picker

Assign colours to different player components here

SAVE NEW PLAYER

[Click here to save new player](#)

4. You will be redirected to **Audio Players** page and you can preiew, edit and delete audio players here.

Add New Player was successful!

Complete list of all Audio Players

[Return to Audio Vault](#)

Players available 1 to 7 of 7

Audio Players	Create New Player		
Blue and Light Blue	PREVIEW	EDIT	DELETE
Blue, White and Orange	PREVIEW	EDIT	DELETE
Default Audio Player	PREVIEW	EDIT	DELETE
Green and Light Green	PREVIEW	EDIT	DELETE
My Player — Your player is added	PREVIEW	EDIT	DELETE
Purple and Light Purple	PREVIEW	EDIT	DELETE
Red, Green and Blue	PREVIEW	EDIT	DELETE

Manage Videos

To Manage Video Files:

1. Click **Video & Audio -> Manage Videos** and you will be directed to **Video Vault**.



Complete list of all Uploaded Video Files UPLOAD NEW VIDEO Upload more videos

Videos in Vault 1 to 3 of 3

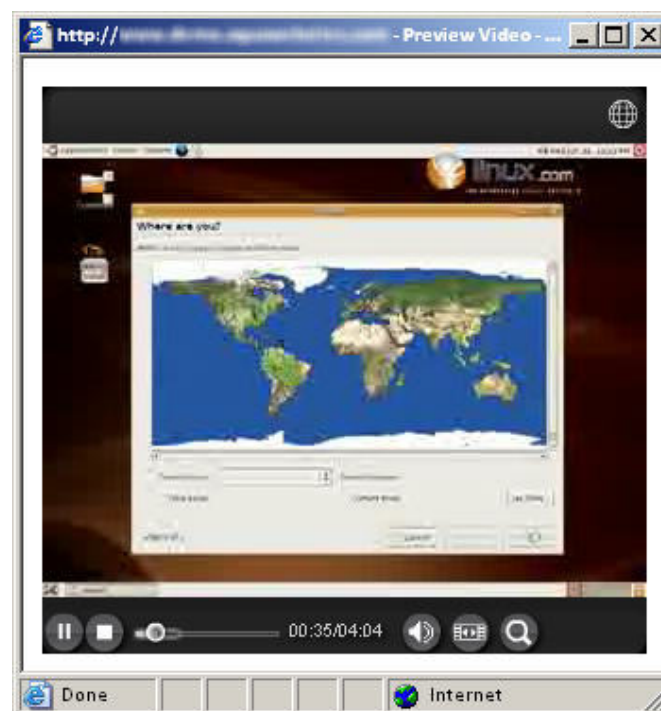
You can preview the video files by clicking this

Click here to get the embed code for the video

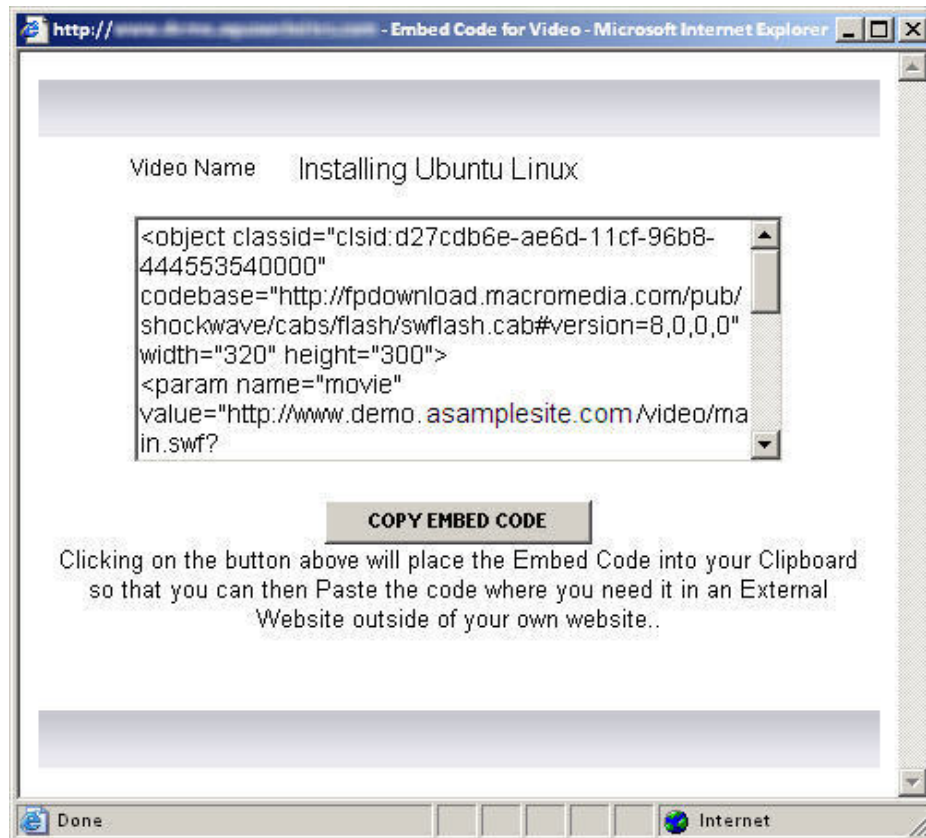
ID	Video Name	Viewed	STATUS	PREVIEW	Embed Code	MANAGE
75676675	How to Use CMS	0	Encoded	PREVIEW	Embed Code	MANAGE
66677574	Installing Ubuntu Linux	1	Encoded	PREVIEW	Embed Code	MANAGE
71756773	Managing Your Website	0	Encoded	PREVIEW	Embed Code	MANAGE

Click here to manage individual video files

- If you want to see a preview of the video file you just uploaded, click **PREVIEW**.



- If you want this video to be showed in any external website, click **Embed Code** and copy-paste the code generated.



4. To manage individual video files, click on **MANAGE** button and you will be directed to the following page.



Manage Video File

Video File Information Go to Video Vault Go back to Video Vault

STATUS: You can enable and disable this video and save the status

Name: How to Use CMS

Date Uploaded: Wednesday, 20 February 2008

Times Viewed: 0

Total Diskspace used: 23.18 MB

DELETE Video File You can delete this video file by clicking here

Video Files used by Website

Three versions of the video are created automatically with three levels of quality

Version	File Size	PREVIEW	DOWNLOAD	Embed Code
High Quality Version	File Size : 10.81 MB	PREVIEW	DOWNLOAD	Embed Code
Medium Quality Version	File Size : 3.74 MB	PREVIEW	DOWNLOAD	Embed Code
Low Quality Version	File Size : 1.62 MB	PREVIEW	DOWNLOAD	Embed Code

You can preview each version of the video Get the embed code for each version

Additional Video Files

Format	File Size	CREATE	DOWNLOAD	DELETE
Original File	File Size : 3.28 MB		DOWNLOAD	DELETE
MP3 Audio Version	File Size : 3.73 MB		DOWNLOAD	DELETE
.AVI Version	File Size : 0 MB	CREATE		
.MOV Version	File Size : 0 MB	CREATE		
.WMV Version	File Size : 0 MB	CREATE		
.MPEG Version	File Size : 0 MB	CREATE		
.3GP Version	File Size : 0 MB	CREATE		

You can create different formats of the same video by clicking CREATE of the appropriate format you want. Then you can download them to your hard drive by clicking DOWNLOAD icon You can delete unwanted formats to save disk space

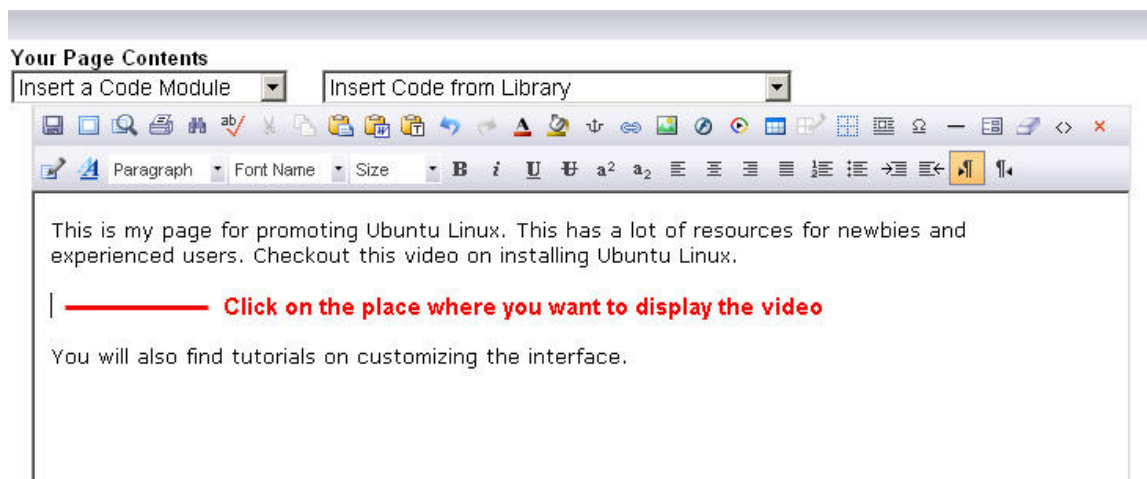
Using Video Files on Website

You can use the videos you uploaded in the web pages of your website. These video can be displayed in both STANDARD and EXTRA web pages.

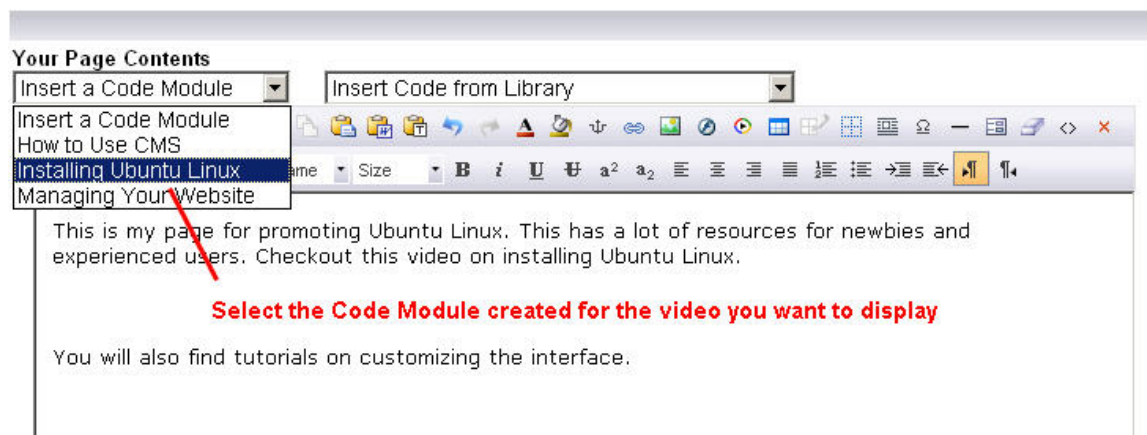
There are two ways of displaying videos on your web pages.

By Inserting a Code Module

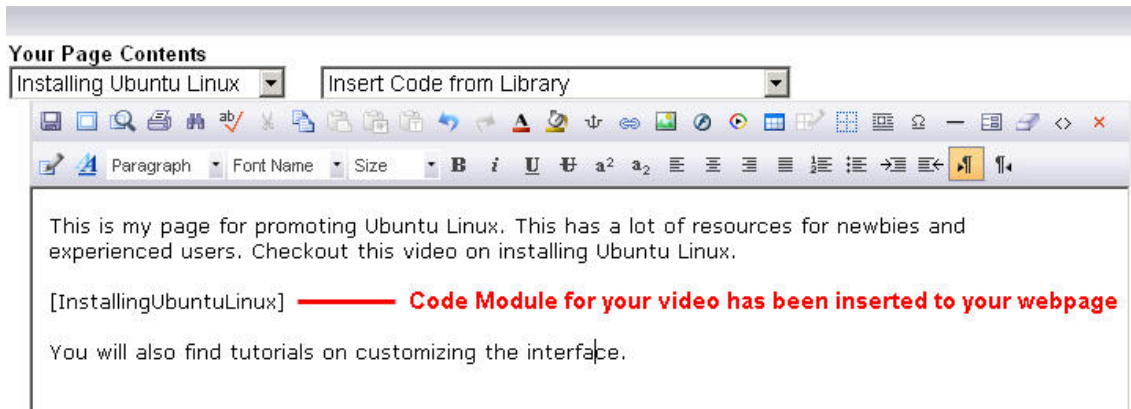
1. Click **Website Builder -> Manage Webpages**.
2. Click on **Edit STANDARD Pages/Edit EXTRA Pages** and you will be directed to **Edit Webpages** page.
3. Click on **EDIT** button of the page you want to display the video.
4. In the editor, click on the place where you want to display the video.



5. Then select the appropriate Code Module



6. Then a string related to the Code Module will be displayed as below. Now you can UPDATE the section for saving this change.



7. Now the video will be displayed on your webpage as placed.

By Embedding Embed Code

This method will be useful if you didn't create a Code Module by the time the video was uploaded. Also this method can be used for inserting different quality videos (From three quality versions) other than the default version.

1. Click **Video & Audio -> Manage Videos** and you will be directed to Video Vault.
2. Now you can copy the embed code for the video to the clipboard by clicking **Embed Code** button. Alternatively, if you want to insert a different quality version of the same video, click on **MANAGE** button and copy the appropriate embed code to the clipboard.
3. Click **Website Builder -> Manage Webpages**.
4. Click on **Edit STANDARD Pages/Edit EXTRA Pages** and you will be directed to **Edit Webpages** page.
5. Click on **EDIT** button of the page you want to display the video.
6. Now click **View/Edit Source** icon in the toolbar.



7. Now In a pop-up editor, you will be shown the source of our web page. Click on the place where you want to insert the video and click paste icon. Your code will be displayed in blue characters. Click **ok** to save.



Notes

Employee

Add Employee

To add an Employee:

1. Click **Add Employee** in the Employee Admin Area.
2. Add the employee's details, create a password and username and select which Areas you want the employee to have access to.

Adding an Employee is only for the purpose of them having access to the Website Admin.
If an Employee does not require access, then it is not necessary for them to be added.

Username:

Password:

Confirm Password:

Email Address:

First Name:

Last Name:

Areas that Employee can have access to should be ticked before adding Employee.

Orders: ☐

Warehouse: ☐

Accounting: ☐

Products: ☐

Customers: ☐

Employees: ☐

Settings: ☐

Website Builder: ☐

Email Accounts: ☐

Email Newsletters: ☐

Search Engines : ☐

Reports: ☐

Resources: ☐

Wizard: ☐

Tech Support: ☐

Create username & password specific for this employee to log in with

Add employees name & email

Tick the box only next to the area you want the employee to have access to.

3. Click **ADD EMPLOYEE** to add the employee to your Admin.



Edit Employee

To edit an Employee:

1. Click **Edit Employee** in the Employee Admin Area.
2. Edit the employee's details as you require.
3. Click **Update Employee** when finished.

Notes



Settings

Edit Currency and Converter Settings

To edit Currency and Converter Settings:

1. Click **Edit Currency & Converter Settings** in the Settings Area.
2. Select the currency and display settings as displayed.

Main Currency used on Website	AUD\$	— Select Currency from drop down list
Currency Converter to be displayed on each Product Details Page	True	— Select true to display on every page, or false not to.

3. Click **Update Currency Settings** to update settings.

Edit Tax Settings

To edit the Tax Settings:

1. Click **Edit Tax Settings** in the **Settings** in left navigation.
2. Edit the tax settings as displayed.

Edit Tax Settings	
Do you want your website to be Tax Enabled?	True — Select "True" to enable tax to your website
Tax Symbol	GST — Enter tax symbol
Specify the tax amount here	Tax Amount 10 %
Tax to be applied to all Orders shipped to Australia and Price remains the Same for All other Countries and no tax is recorded.	
☐ Price INCLUDES TAX FOR AUSTRALIA AND PRICE REMAINS FULL RETAIL PRICE FOR ALL OTHER COUNTRIES. example Shipping to Australia = \$22.00 includes Tax Shipping to ALL Other Countries = \$22.00 no Tax	
Select your tax options here	☒ Price INCLUDES TAX FOR ALL COUNTRIES. example Shipping to Australia = \$22.00 includes Tax Shipping to ALL Other Countries = \$22.00 includes Tax
Tax to be applied to all Orders shipped to Australia and Removed from All other Countries and no tax recorded.	
☐ Price INCLUDES TAX FOR AUSTRALIA AND TAX IS REMOVED FOR ALL OTHER COUNTRIES. example Shipping to Australia = \$22.00 includes Tax Shipping to ALL Other Countries = \$20.00 no Tax	
Update Tax Settings	

3. Click **Update Tax Settings** when finished.

Edit Countries able to Supply

To edit the Countries able to Supply:

1. Click **Edit Countries able to supply** in the Settings Area.
2. Edit as displayed.

☒ **ENABLED** - Display Countries you supply (tick below) on the bottom of each page to increase search engine rankings.

Tick to display countries at the bottom of the website. Then click Update

Tick the box next to each contry you supply

☐ ALBANIA	☐ ALGERIA
☐ ANDORRA	☐ ANGOLA
☐ ANTARCTICA	☐ ANTIGUA AND BARBUDA
☐ ARMENIA	☐ ARUBA
☐ AUSTRIA	☐ AZERBAIJAN
☐ BAHRAIN	☐ BANGLADESH

3. Click **Update Country Supply** to add the countries you supply to.

Edit Freight Calculation Method

To edit the Freight Calculation Method:

1. Click **Edit Freight Calculation Method** in the Settings Area.

Note: The instructions for setting up freight calculation is explained on the page that is displayed. If the Option 3 is selected, then there will not be any freight cost and the user will be directed to the checkout page.



Edit Payment Methods

To edit the Payment Methods:

1. Click **Edit Payment Methods** in the Settings Area.
2. Enter all details required for any payment method you want to use.
 - *Eway Payment Gateway*: Tick to enable this function and enter your Eway merchant number.

Note: see the Resources Area below for Information on obtaining a Merchant Account to use with Eway or how to sign up with Paypal see the Resources Area for Information, or talk to your Bank within Australia for BPAY details.

- *PayPal Payment Gateway*: Tick to enable this function and enter your PayPal email address.

Note: to sign up with Paypal see the Resources Area for Information.

- *Direct Deposit into Bank Account*: Tick to enable and enter your Bank Account details to be displayed on your Invoices.
 - *BPay*: Tick to enable and enter your BPay biller code.
 - *Cheque*: Tick to enable this function and type in the name the cheque is to be written to and any other specific details as noted.
3. Click **Update Payment Methods** to add payment methods to your shopping cart.

Edit SMS Settings

1. Click **Edit SMS Settings** under **Settings** in the left navigation.
2. Follow the screen instructions for changing settings for SMS.

Order SMS Credits

To order SMS Credits:

1. Click **Order SMS Credits** in the Settings Area.
2. Order the SMS Credits as displayed.

Tick to agree to SMS purchase
 I Agree ☒ that I would like 15 SMS credits @ AUD\$0.25 = AUD\$ 3.75 incl GST
 Type in quantity you require
 Total automatically calculates

3. Click **Process Request** to order SMS credits.

Edit Login Password

To edit the Log In Password:

1. Click **Edit Login Password** in the Settings Area.
2. Type in the old password and type the new password twice.
3. Click **Update Password** to automatically update the password.

Manage Email Accounts

To add a new email account:

1. Click **Manage Email Accounts** under **Settings**.

First Set up your Account
 Click here to add a new email account
 ADD New Email Account

Add a New Email Address

View All Accounts
 Your email account ID

Email Account: yourname @demo.samplesite.com
 Password:
 Confirm Password:
 Create Account

Click here to view all the email accounts
 Enter and re-enter your password

3. Click **Create Account** to create the account.

To use Webmail to check emails:

1. Click **Manage Email Accounts** under **Settings**.
2. Click the button below **Then use Webmail** (a button with a URL).
3. You can setup your Webmail account for checking emails.



NOTE: The Webmail Interface is in Web 2.0 format allowing you to do things like drag n drop into folders on the website page itself. You can also easily synchronise Outlook contents directly into your Webmail. This means that while you are traveling and do not have access to your Computer, you can still log in and see your Calendar and adjust it and when you get back to your PC, it will automatically put everything into Outlook and vice versa. Please note emails are not synchronised, only the Calendar, Contacts and Tasks.

To use Outlook Express or Microsoft Outlook to check emails:

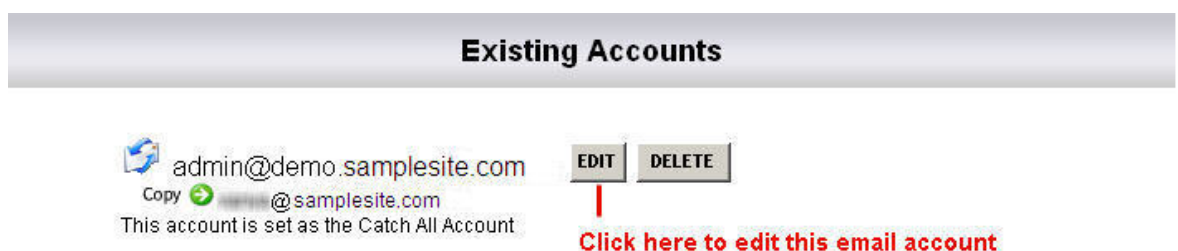
1. Click **Manage Email Accounts** under **Settings**.
2. Click on **Set up Email Account in Outlook Express** or **Set up Email Account in Outlook**. Depending on your selection, you will be directed to a user guide explaining how to setup these email account of each type.

Setup one of the mail clients by clicking one of two buttons here



To edit existing email account:

1. Click **Manage Email Accounts** under **Settings**.
2. Click **Edit** near the email account you wish to edit.



3. Update your email account detail in the next screen **Edit Mail Account Settings**.

Mailbox Settings [View All Accounts](#)

Account: [admin@demo.samplesite.com](#) You can enable or disable the mail account here

☒ **ENABLE** the Mail Box Status You can change the password here

New Password:

Confirm Password:

(You cannot look up a Password, you can only reset the password to a new one if you have forgotten the password.)

[UPDATE](#) Click here to update the above changes

Catch All Account Settings

Enable & disable Catch All Account ☒ **ENABLE** as the Catch All Account

(This means that any email sent to anything@ will come to this Mailbox, this account literally catches all the emails sent to the Domain Name that do not already have a Mailbox Account.)

If you have already set the Catch all to another Account, then enabling This account will disable the previous account set, in other words, only One Email Account can be set as the Catch All Account.

Mailbox Redirection Settings You can choose one of the mailbox redirection settings here.

☐ No Redirection

☐ Total Redirection of Every Email Sent to this Inbox to another Email Address.

☒ Keep a Copy in the Mailbox and Forward a Copy of every email sent to this Inbox to another Email Address.

Redirection to =>

Use a comma to separate multiple email addresses.
For example admin@domain.com,sales@domainname.com,warehouse@domainname.com.au

[UPDATE](#) Click here to update above settings

4. Click **Update** to save changes.

To delete existing email account:

1. Click **Manage Email Accounts** under **Settings**.
2. Click **Edit** near the email account you wish to edit.



3. Click **DELETE** if you are sure of deleting the email account in the next screen.

Mailbox Settings [View All Accounts](#)

Account: [john@demo.samplesite.com](#)

Account Status: ENABLED

[DELETE](#)



Block Email Addresses

You can now specify Email Addresses that cannot be added by a Public person to your Email Newsletter list. Instead it will display and say to them that their Email Address is on the List and they are already subscribed. This will ensure if you have competition who are attempting to receive emails newsletters can be blocked.

Please note that you must add an email address or domain name for this to work and no emails are being blocked from subscribing until you do this.

1. Click on **Block Email Addresses** under **Settings**.
2. Enter the email address to be blocked and click **BLOCK**.

Block certain Email Addresses and Domain Names from subscribing to your Email Newsletter list.

Simply enter an Email Address eg. *name@hotmail.com*

OR

Domain name eg. *competitordomainname.com*

name@mycompetitor.com — Enter email address here

BLOCK

3. Then the email address will be added to the blocked list.

Successfully Added the
Email or Domain to be blocked!

List of **BLOCKED** Email Addresses or Domain Names

name@mycompetitor.com

Manage FTP Account

To add a new FTP account:

4. Click on **Manage FTP Accounts** under **Settings**.
5. Click **Add FTP Account** to add a new account.

FTP Accounts **Add FTP Account** Click here to add a new FTP account

6. Enter relevant details in the next screen.

Add FTP Account

Main Domain Name **www.demo.samplesite.com**

FTP Account Username Enter the FTP account name here

FTP Account Password

Confirm Password Enter and re-enter the password for this account

Click here to add the FTP account **ADD FTP Account**

7. Click **ADD FTP Account**.

To edit a new FTP account:

1. Click on **Manage FTP Accounts** under **Settings**.
2. Click on **EDIT** attached to the FTP account that you wish to edit.

FTP Accounts **Add FTP Account**

Username - john

Website Directory - www.demo.abcd-websites.com\editor\assets

EDIT **DELETE**

Click here to edit this account

3. You can change the password for this FTP account in the next screen.



Edit FTP Account

FTP Account to be UPDATED

FTP Host ftp. samplesite.com

FTP Username john

New Password

Confirm Password

You can change
the password for
this account here

Click here to save the
password change

SAVE

To delete a new FTP account:

1. Click on **Manage FTP Accounts** under **Settings**.
2. Click on **DELETE** attached to the FTP account that you wish to delete.

FTP Accounts

Add FTP Account

Username - john

Website Directory - www.demo.abcd websites.com\editor\assets\

EDIT

DELETE

Click here to delete this FTP
account

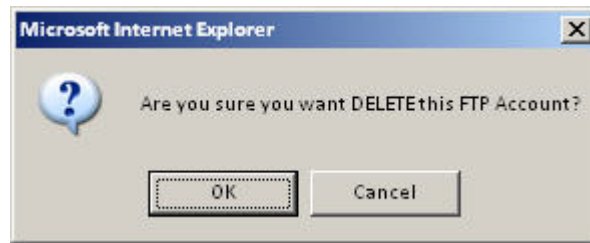
3. Click **DELETE** if you are sure about deleting the FTP account in the next screen.

FTP Account to be DELETED

john

DELETE

4. Click **OK** to the confirmation message. Then the FTP account will be successfully deleted.



NOTE: You can add a FTP account or use an existing FTP account to upload files directly into your website's Asset folder that is where all your images and other documents, videos etc that you have uploaded into your website. This is for propel who need to upload large amounts of files into the website's assets. You can use a FTP client to manage the FTP account. Using this service requires familiarity with FTP accounts which is of a slightly technical nature on building websites.

Manage Domain Names

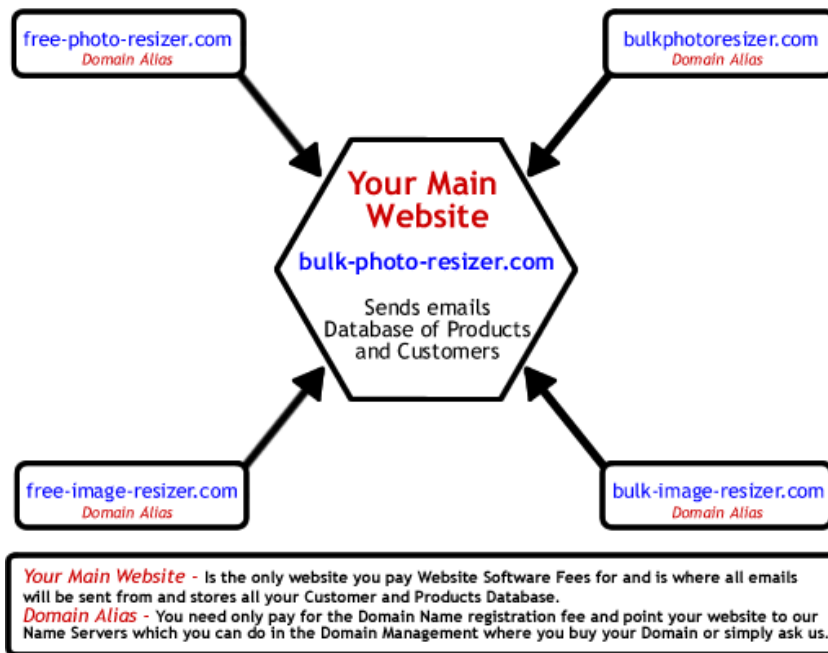
To add a Domain Alias:

1. Click on **Manage Domain Names** under **Settings**.
2. Read the description provided explaining Domain Aliases in the page to understand how it functions.



Using more than 1 Domain Name with your Website

In this example below, if any of the four additional Domain Names are typed into the Internet then they will be automatically seeing the Main Website.



- Click **Add Domain Alias**.

Domain Name Aliases

Click here to add a Domain Alias

- Enter your domain alias in the next screen.

Add Domain Alias

Main Domain Name:

New Domain Alias:

Click here to add the new domain alias

Type your domain alias here

Make sure if you have registered your Domain names from another Company other than through us, that you Delegate the Name Servers so that the Website appears when you type it in.

NOTE: Before you enter a domain alias to your domain, you need to register your alias with a qualified domain name registration company. Otherwise, your alias won't work.

Notes



Web Page Builder

Edit Website Font

1. Click on **Font & Colours** under **Website Builder**.
2. Click on **EDIT Website FONT** in **Edit Website Font Colours** page.

Home Page

Product Category

Return to WebPage Builder Main Menu

3. You will be taken to **Edit the Website Font** page.

Font Type

Font Size

If you use the Colour Wheel to change any colours, then be sure to REFRESH the page before changing any values with the custom button

Font Colour

Font Colour of Website Link

Font Colour when mouse is over Link

Font Colour when Link has been Visited

Font Colour when Product is on Special

UPDATE

Examples of Fonts Types

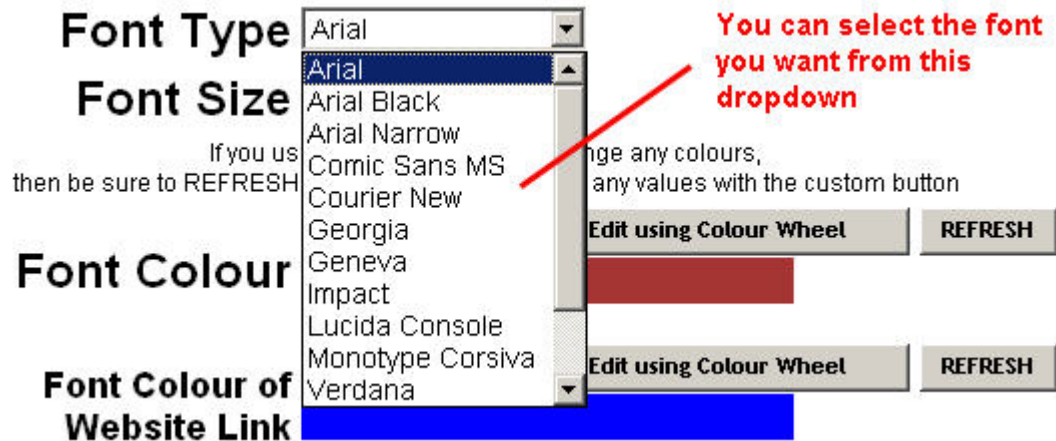
This is a sample of the Font Arial

This is a sample of the Font Times New Roman

This is a sample of the Font Courier New

To change the Font Type:

1. Click on **Font Type** dropdown and select the font type you want.



2. Click **UPDATE** to save changes.

To change Font Size:

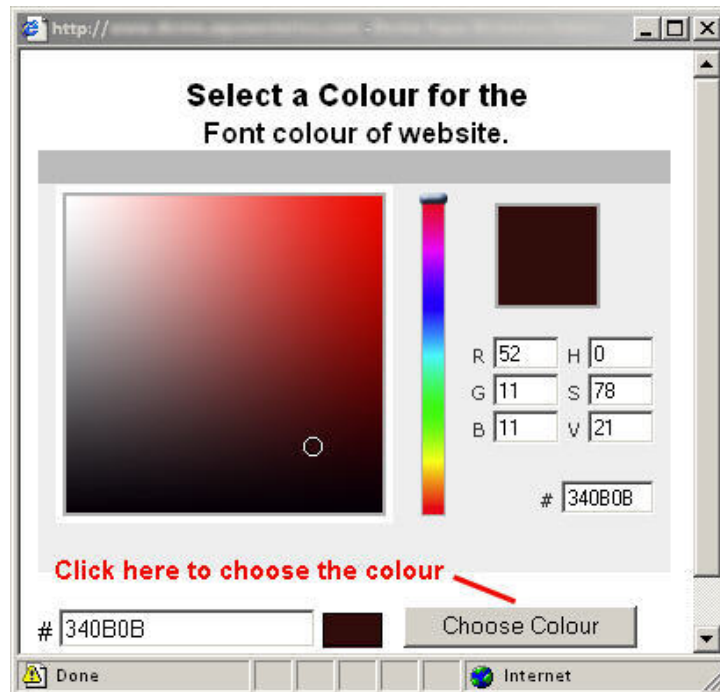
1. Click on **Font Size** dropdown to select the font size you want.



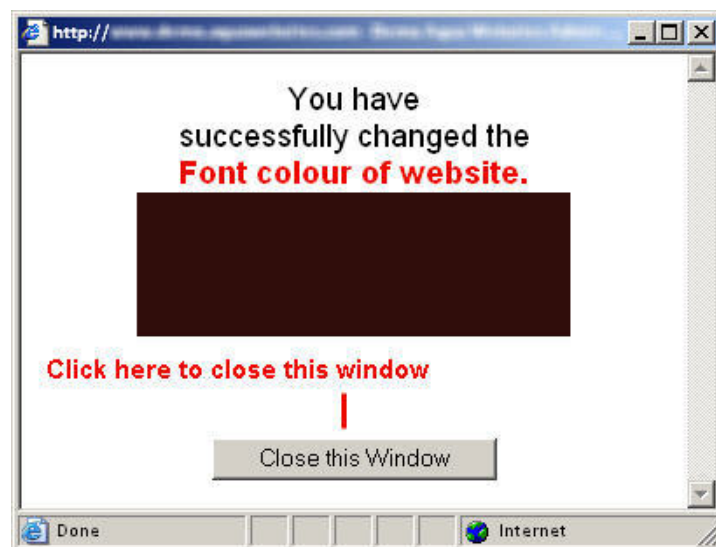
2. Click **UPDATE** to save changes.

To change Font Colour:

1. Click on **Edit Using Colour Wheel** for **Font Colour**.
2. Select the colour you want from the colour box and click **Choose Colour**.



3. Click on **Close this Window** to close the window.



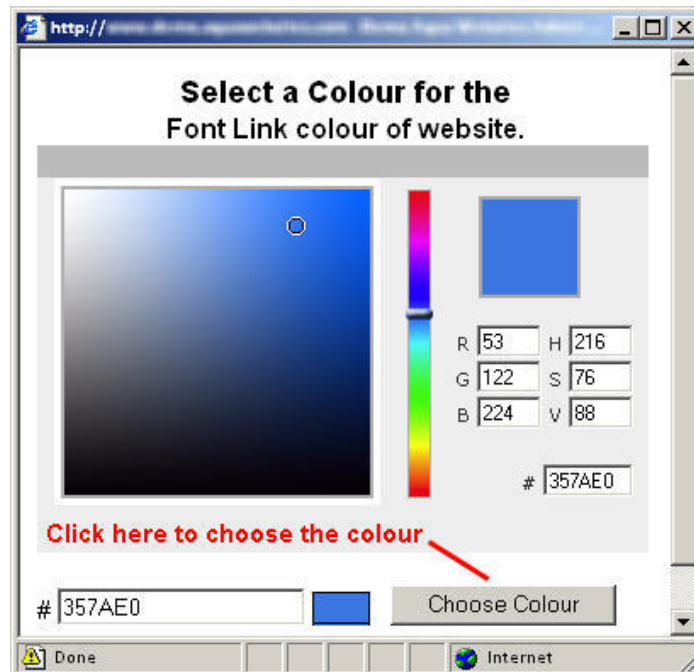
4. Click on **REFRESH** to refresh the font colour.



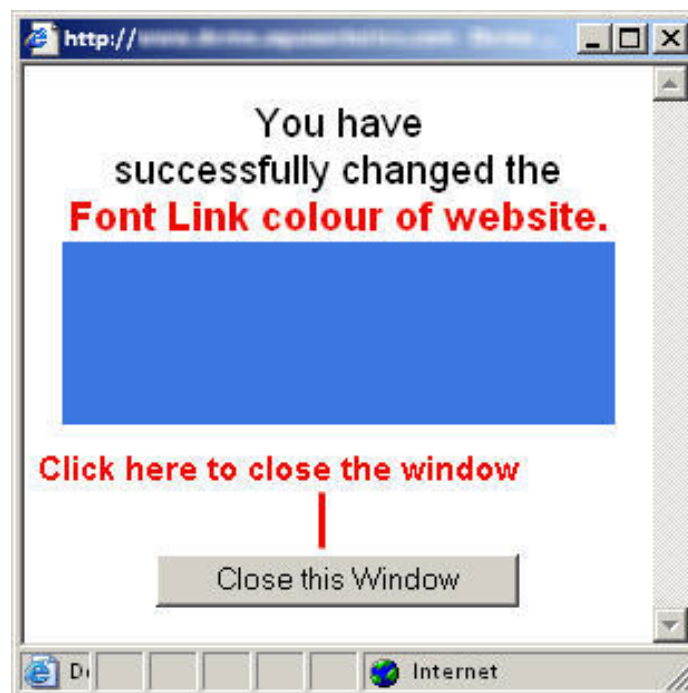
5. Click **UPDATE** to save changes

To change Font Colour of Website Link:

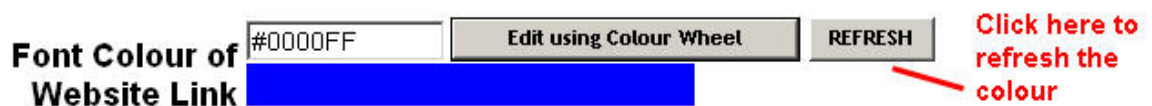
1. Click on **Edit Using Colour Wheel** for **Font Colour of Website Link**.
2. Select the colour you want from the colour box and click **Choose Colour**.



3. Click on **Close this Window** to close the window.



4. Click on **REFRESH** to refresh the font colour.

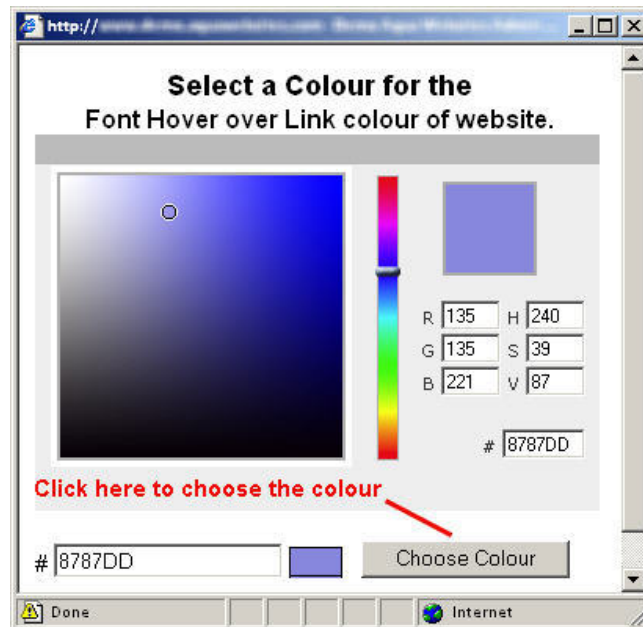


5. Click **UPDATE** to save changes.



To change Font Colour when mouse is over Link:

1. Click on **Edit Using Colour Wheel** for **Font Colour when mouse is over Link**.
2. Select the colour you want from the colour box and click **Choose Colour**.



3. Click on **Close this Window** to close the window.



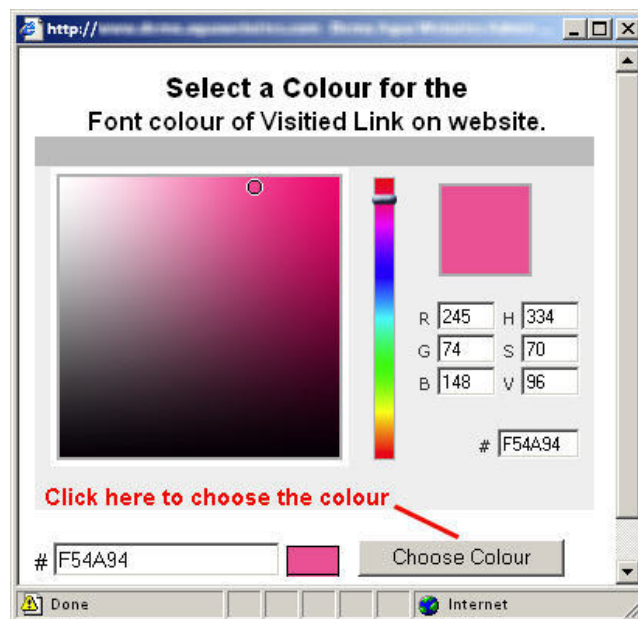
4. Click on **REFRESH** to refresh the font colour.



5. Click **UPDATE** to save changes.

To change Font Colour when Link has been Visited:

1. Click on **Edit Using Colour Wheel** for **Font Colour when Link has been Visited**.
2. Select the colour you want from the colour box and click **Choose Colour**.



3. Click on **Close this Window** to close the window.



4. Click on **REFRESH** to refresh the font colour.

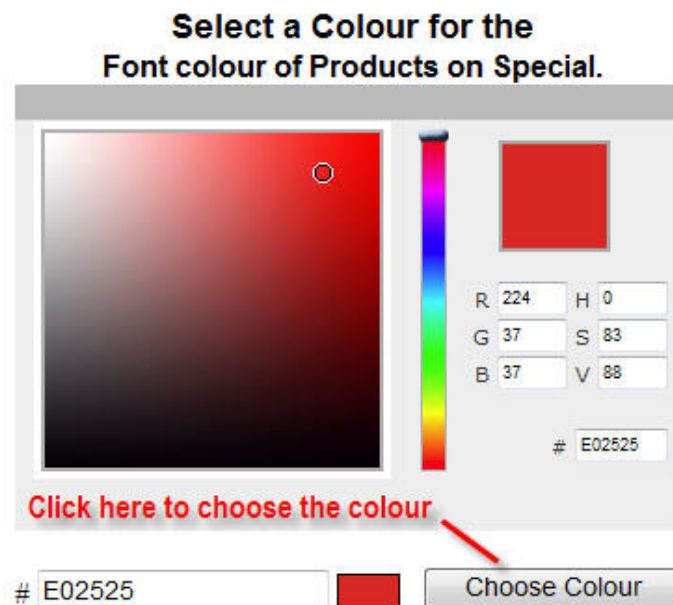


Font Colour when Link has been Visited [Edit using Colour Wheel](#) [REFRESH](#) Click here to refresh the colour

5. Click **UPDATE** to save changes.

To change Font Colour for Products on Special:

1. Click on **Edit Using Colour Wheel** for Font Colour when Product is on Special.
2. Select the colour you want from the colour box and click **Choose Colour**.



3. Click **Close this Window** to close the window.

You have
successfully changed the
Font colour of Products on Special.



Click here to close this window

[Close this Window](#)

4. Click **REFRESH** to refresh the font colour.

Font Colour when Product is on Special [Edit using Colour Wheel](#) [REFRESH](#) Click here

- Click **UPDATE** to save changes.

Edit Website Colours

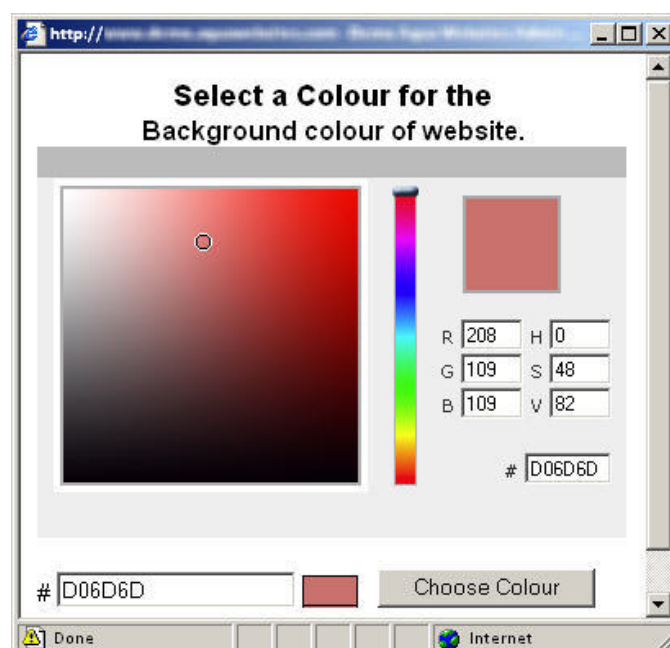
To edit Website Colours:

- Click **Edit Website Colours** in the Web Page Builder Admin Area. The colour editing options will be displayed.

Colour Editing Options

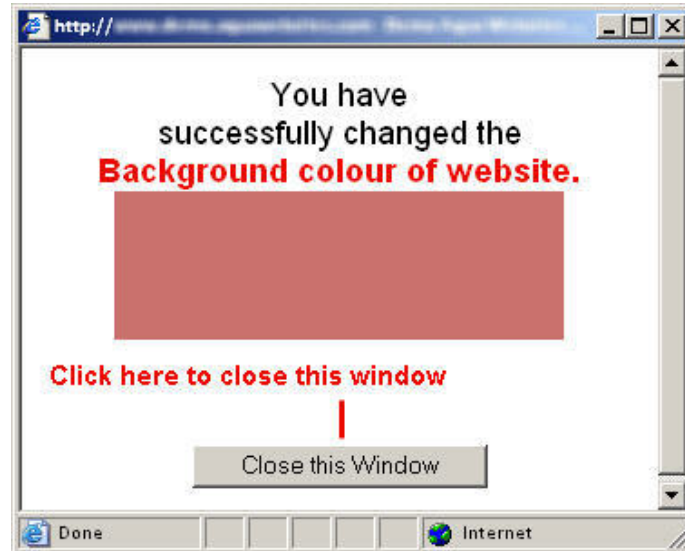
To edit Website Background Colour:

- Click **Edit Background Colour using Colour Wheel**. A colour wheel will open up.



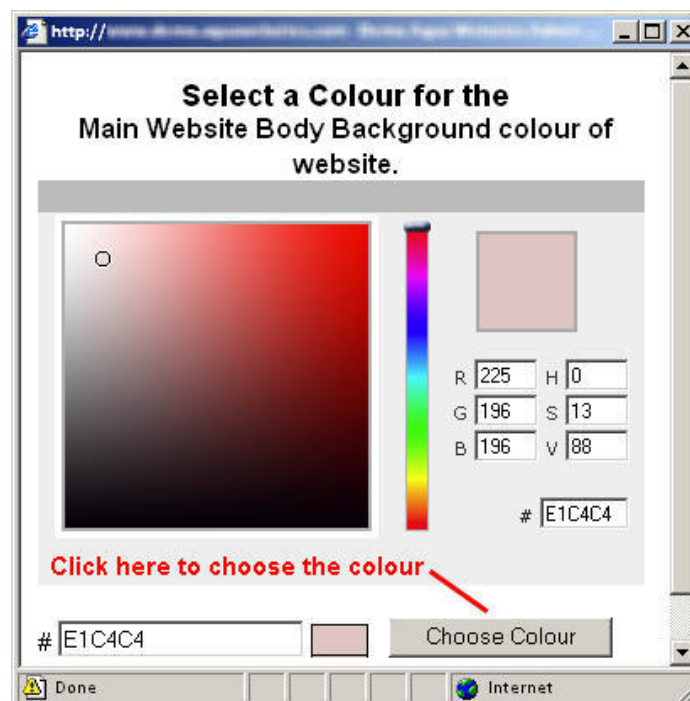


2. Move your mouse over the colour wheel, and click on a colour to select it.
Then click on **Choose Colour** to select it.
3. Click **Close this Window** in the next window to apply the colour.



To edit Body Background Colour:

1. Click **Edit Body Background colour using Colour Wheel** on the Edit Website Colours home page. A colour wheel will open.



2. Move your mouse over the colour wheel, and click on a colour to select it.
Then click on **Choose Colour** to select it.
3. Click **Close this Window** to apply the colour in the next window.



To edit Page Navigation Colours:

1. Click **Edit Page Navigation Colours** on Edit Website Colours home page.
2. You can now change the navigation colours by selecting an action.

Simply select which colours you want to change and follow the instructions on each page

Click here to REFRESH colours after editing

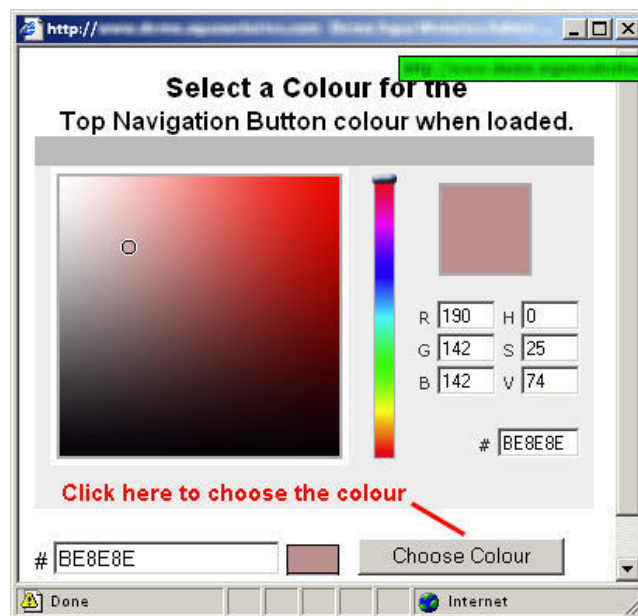
Button Colour when loaded	- click here to Edit - click here to make the same as Background Colour - click here to make the Button Colour White - click here to make the Button Colour Black
Button Colour when mouse over	- click here to Edit - click here to make the same as Background Colour - click here to make the Button Colour White - click here to make the Button Colour Black
Font Colour	- click here to Edit - click here to make the Text White - click here to make the Text Black


To edit Button Colour When Loaded:
To choose your own Colour:

1. To select a colour from the colour wheel, click **Click here to edit**.



2. To select a colour move your mouse over the colour wheel and click on any colour for the website navigation to select a colour. Then click **Choose Colour** to select the colour.



3. Click **Close this Window** in the next window.



5. Click **Click here to REFRESH colours after editing** to see what your navigation looks like now.

To make Navigation Colours the same as the background:

1. Click **Click here to make the same as the background colour.**



2. Click **Click here to REFRESH colours after editing** to see what your navigation looks like now.

To make Navigation Colour WHITE:

1. Click **Click here to make the button colour White.**



2. Click **Click here to REFRESH colours after editing** to see what your navigation looks like now.

To make Navigation Colour BLACK:

1. Click **Click here to make the button colour Black.**



2. Click **Click here to REFRESH colours after editing** to see what your navigation looks like now.

To edit Button Colour When Mouse Over:

Follow the same steps used to edit Button Colour When Loaded.

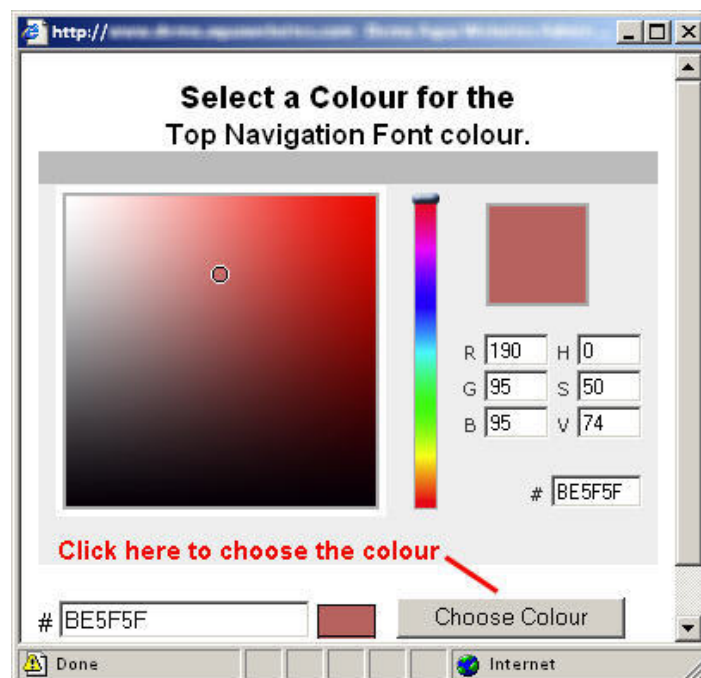
To edit Font Colour:

To choose your own Colour:

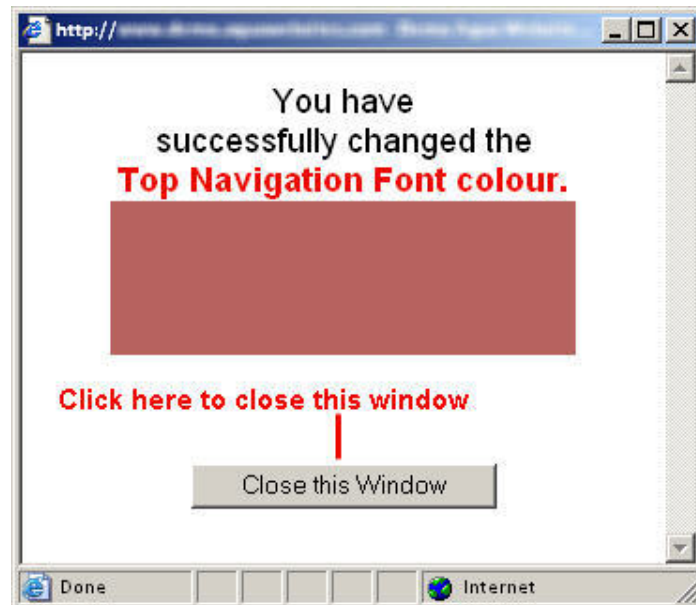
1. To select a colour from the colour wheel, click **Click here to edit**.



2. To select a colour move your mouse over the colour wheel, and click on any colour to select it for the font. Then click on **Choose Colour** to select the colour.



3. Click **Close this window**.



5. Click **Click here to REFRESH colours after editing** to see what your navigation looks like now.

To make Navigation FONT Colour WHITE:

1. Click **Click here to make the Text White.**



2. Click **Click here to REFRESH colours after editing** to see what your navigation looks like now.

To make Navigation FONT Colour BLACK:

1. Click **Click here to make the Text Black.**



2. Click **Click here to REFRESH colours after editing** to see what your navigation looks like now.



Edit Webpages

To edit a Web Page:

1. Click **Edit Web Pages** in the Web Page Builder Admin Area.
2. Click either **Edit STANDARD Pages** or **Edit EXTRA Pages** based on your requirements.

Add New Webpage

You can add a new Webpage to the Extra Pages list and then use that webpage within the website. Use the options and advanced settings to achieve customised actions.

Edit STANDARD Pages

Edit the Home, Contact Us, About Us, Subscribe to Newsletter, and other Standard Webpages within your Website.

Edit EXTRA Pages

Edit any Webpages you have added to the Website using the Add New Webpage option.

3. A list of existing web pages will display.

NOTE: If **Edit STANDARD Pages** is clicked, the existing pages will be displayed, categorised by Standard, Email Newsletter Pages, Order & Checkout Pages, Customer Login and Account Pages, and Affiliate Pages. If **Edit EXTRA Pages** is clicked, the existing pages will be displayed, ordered alphabetically.

Click to display in navigation on website

Click here to edit your webpage

Click here to view your webpages

Standard Pages					
+ Add New Page					
ORDER BY - Select a smaller number to allow the page to be seen higher in the Navigation menu					
Order By	Display in Navigation	Customers Only	Page Name	Functions available	
12	☒	☐	Home Page	EDIT	VIEW
				Use text	Use Image
12	☒	☐	Contact Us	EDIT	VIEW
				Use text	Use Image
12	☒	☐	About Us	EDIT	VIEW
				Use text	Use Image

Extra Pages					
+ Add New Page					
ORDER BY - Select a smaller number to allow the page to be seen higher in the Navigation menu					
ID	Order By	Display in Navigation	Customers Only	Page Name	Functions available
1	12	☒	☒	Auctions	EDIT VIEW Use text Use Image Delete

3. Click **Edit** beside the Web Page you want to access to edit.
4. You can now edit the page as follows:
 - A. Page Name

- B. Page Title
- C. Text colours for page navigation.
- D. Image used in page navigation.
- E. Make the page available/not available in the navigation.
- F. Make the page available only for customers.
- G. Body: Edit the content using a HTML editor (see Glossary for button definitions and uses).
- H. Meta Description tags: Write key word description of your business.
- I. Meta Keywords tags: Edit keywords that relate to your business, to increase your search engine ranking, think of words that would be most typed into a search engine to search for what you have to offer.
- J. Advanced Settings.

Edit Home Page

Return to List of All Webpages
Add New Webpage

Page Name

Page Title

(this is displayed on the Top of the Browser Window and is good to put keywords for Search Engines)

Edit Text Colours for Page Navigation
Use text

Edit Image used in this Page in Navigation
Use Image

Link directly to this Webpage

View Webpage

☒ **TICK to Display Page in Navigation**
(you may want to NOT display the page while you are building it and can edit this later and show the page when it is ready)

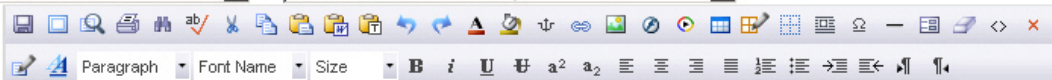
☐ **TICK to make this Page for Customers Only**
(ticking this box will make this Page not accessible unless they are a logged in Customer)



Your Page Contents

Insert a Code Module

Insert Code from Library



This is my page for promoting Ubuntu Linux. This has a lot of resources for newbies and experienced users. Checkout this video on installing Ubuntu Linux.

You will also find tutorials on customizing the interface.

Subscribe to Ubuntu Auction responders here:

*First Name	
*Last Name	
*Email	
SUBSCRIBE NOW 65707269646668 [siteid] /default.asp	

Page Meta Description Tag (this is used for Search Engines only)

Place a brief description of your Website that may be displayed to people by the Search Engine on the Search Engine website in one or two sentences. It is recommended to have a maximum of 150 characters.

Insert brief description of your webpage using keywords in here

Page META Keywords Tag (this is used for Search Engines only)

These keywords will be used to display the relevant search terms for this product to the Search Engines. This is not sentences but search terms for the product. It is recommended to have a maximum of 874 characters and this is pretty high and may give you keyword saturation if you use it all. Only use words that appear on the Page if you want to achieve best results. Please note use the following method in order of first as highest importance - *keyword1, keyword2, keyword phrase1, keyword phrase 2, keyword3*

Insert Important Keywords in here

UPDATE

Advanced Settings (Only use if directed to do so)

☐ DO NOT DISPLAY Background Image, Header, Footer & Navigation.

☐ TICK TO USE CUSTOM Header Area

Specify a CUSTOM Header Area

☐ TICK TO USE CUSTOM Background Image

Browse...

Background Repeat Repeat

Background Position None None

☐ TICK TO USE CUSTOM Background Colour

Use Colour Wheel

Specify a CUSTOM Colour

☐ TICK TO USE CUSTOM Body Background Colour

Use Colour Wheel

Specify a CUSTOM Colour

Adjust Page Cell Padding

9

☐ Redirect Webpage to

Code to put between <HEAD> </HEAD> tags

UPDATE Advanced Settings

- Click **UPDATE** to apply the changes to the webpage.
- Click **UPDATE Advanced Settings** to save the changes made to Advanced Settings.

NOTE: EXTRA webpage names can be changed when edited.

To delete a Web Page:

- Click **Delete** beside the page you want to delete.

1	12	☒	☒	Auctions	EDIT	VIEW	Use text	Use Image	Delete	Click here
---	----	-------------------------------------	-------------------------------------	----------	------	------	----------	-----------	--------	------------

- Click **I Confirm I want to DELETE this Webpage** to delete the webpage.

Delete Webpage

Return to List of all Webpages

to NOT DELETE Webpage

Page Name Auctions

Page Title Ubuntu Auctions

View the webpage by clicking here

View Webpage

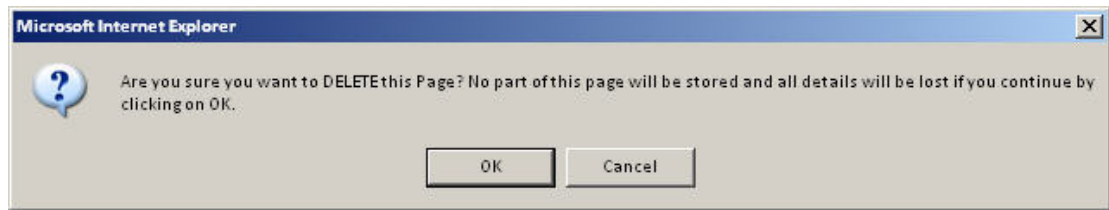
Click here to delete the webpage

ALL DETAILS OF THIS PAGE WILL BE DELETED AND CANNOT BE UNDONE!

I Confirm I want to DELETE this Webpage



- Click **OK** to confirm deletion.



To add image as a Navigation Button:

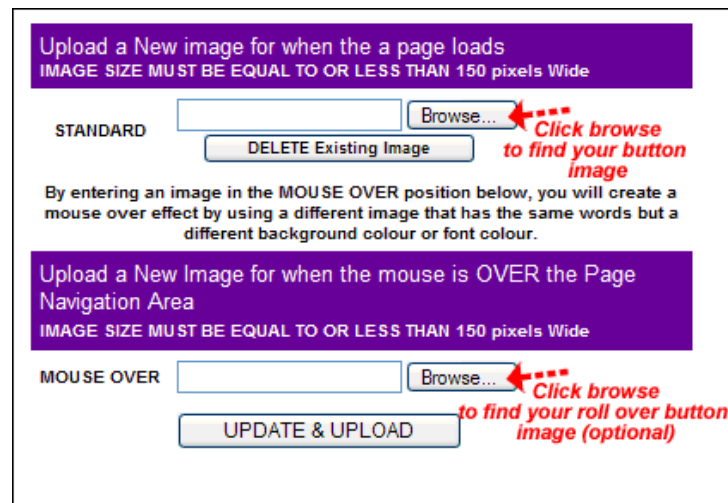
- Click **Edit WebPages** in the Web Page Builder Admin Area.
- Click **Image** beside the webpage you want to change the navigation button for.



- Select the **Use Images for Page Navigation** option and click **UPDATE**.



- Upload your image by clicking **Browse**.



- Once Uploaded Click **UPDATE & UPLOAD** to upload the image to the website.

Note: When creating a image for the button it must be 150 pixels or less.

Add Webpages

To add Webpages:

- Click **Add Webpage** in the Web Page Builder Admin.
- Add the Page Name and the Page Title.

Page Name **Enter page name & description**

Page Title **Enter page name & description**

(the Page Title is displayed on the Top of the Browser Window and is good to put keywords for Search Engines)

Enable/disable page in the navigation ☒ **TICK to Display Page in Navigation**
(you may want to NOT display the page while you are building it and can edit this later and show the page when it is ready)

Makes the page customers only ☐ **TICK to make this Page for Customers Only**
(ticking this box will make this Page not accessible unless they are a logged in Customer)

On the next page you will be able to enter the Page Contents including the Search engine Keywords and Description.

Click here to add the page

- Click **Add New Extra Page** to add the page to the website and begin to add and edit the new webpage.
- Begin to add content in the Areas as shown below:

Your Page Contents

Insert a Code Module

Paragraph Font Name Size **B** *i* U ^{a²} _{a₂}

Add page text, images, flash and video here



Page Meta Description Tag (this is used for Search Engines only)

Place a brief description of your Website that may be displayed to people by the Search Engine on the Search Engine website in one or two sentences. It is recommended to have a maximum of 150 characters.

Write a sentence of best keywords describing your business / product

Page META Keywords Tag (this is used for Search Engines only)

These keywords will be used to display the relevant search terms for this product to the Search Engines.

This is not sentences but search terms for the product.

It is recommended to have a maximum of 874 characters and this is pretty high and may give you keyword saturation if you use it all. Only use words that appear on the Page if you want to achieve best results.

Please note use the following method in order of first as highest importance

- keyword1, keyword2, keyword phrase1, keyword phrase 2, keyword3

Add your keywords here that are related to your product, business etc.

[Click here to update the](#)

UPDATE

Advanced Settings (Only use if directed to do so)

You can change advanced settings related to your webpage in this section. You need to get directions from an administrator when changing these settings.

☐ DO NOT DISPLAY Background Image, Header, Footer & Navigation.

☐ TICK TO USE CUSTOM Header Area

Specify a CUSTOM Header Area

☐ TICK TO USE CUSTOM Background Image

Background Repeat **Repeat**

Background Position **None**

Browse...

☐ TICK TO USE CUSTOM Background Colour

Use Colour Wheel

Specify a CUSTOM Colour

☐ TICK TO USE CUSTOM Body Background Colour

Use Colour Wheel

Specify a CUSTOM Colour

Adjust Page Cell Padding **9**

☐ Redirect Webpage to

Code to put between <HEAD> </HEAD> tags

UPDATE Advanced Settings

Note: Key words: Edit keywords that relate to your business, to increase your search engine ranking, think of words that would be most typed into a search engine to search for what you have to offer.

- Click **UPDATE** to apply the changes to the webpage and click **UPDATE Advanced Settings** to save changes made to advanced settings.

Edit Website Layout

Edit where your navigation appears on your website.

You can move your navigation to the Left, Right, Bottom or Top.

You can adjust the size of your webpage dimensions.

And find out the dimensions of your website to assist you when creating header images, etc.

To Edit Website Widths:

4. Click on **Edit Page Layout** under **Website Builder**.
5. Set the widths in **Edit WEBSITE WIDTHS** section.

Edit WEBSITE WIDTHS

745	UPDATE	- Overall Website Page Width
150	UPDATE	- LEFT SIDE PANELWidth
595	UPDATE	- Body Width
150	UPDATE	- RIGHT SIDE PANELWidth
745	UPDATE	- Horizontal Navigation Width

You can set widths here for different parameters of the web pages of your website

To Edit Website Top Navigation:

1. Click on **Edit Page Layout** under **Website Builder**.
2. Navigate to **Edit Website TOP NAVIGATION** section.
3. You can change the settings as follows;



Edit Website TOP NAVIGATION

The screenshot shows the 'Edit Website TOP NAVIGATION' interface. Red annotations 'a' through 'm' point to specific elements:

- a**: Points to the **ENABLE** checkbox.
- b**: Points to the **UPDATE** button next to the **ENABLE** checkbox.
- c**: Points to the **Center** dropdown menu for text justification.
- d**: Points to the **UPDATE** button for text justification.
- e**: Points to the **- Top Background Image** checkbox.
- f**: Points to the **- Top Background Colour** checkbox.
- g**: Points to the **UPDATE** button for background image.
- h**: Points to the **View/Change Image** and **View/Change Colour** buttons.
- i**: Points to the **EDIT Custom Area** button.
- j**: Points to the **DELETE** button.
- k**: Points to the **Add Custom Area** button.
- l**: Points to the **Add Navigation Space** button.
- m**: Points to the **Save Settings** button.

Additional text annotations include:

- Enable and disable options**: Points to the **ENABLE** checkbox.
- Change the positioning here**: Points to the **POSITIONING** dropdown menu.

Navigation Description	ENABLE	POSITIONING
Navigation Space	☐	Change Position
STANDARD Pages (Home,About Us,Contact Us,Sitemap,Search etc)	☒	Change Position
Navigation Space	☐	Change Position
Business	☒	Change Position
EXTRA Pages (Additional Pages you have created/added)	☐	Change Position
Navigation Space	☐	Change Position
Product Specials	☐	Change Position
Shopping Cart Contents	☐	Change Position
Navigation Space	☐	Change Position
Products & Category Display	☐	Change Position
Navigation Space	☐	Change Position
Customer Login and Account Pages	☐	Change Position
Navigation Space	☐	Change Position
Email Newsletter Subscription	☐	Change Position

- (a) – Enable and disable the availability of top navigation area below the header image of the webpage.
- (b) – Click on **UPDATE** to make the change effect that you made in (a).
- (c) – Set the justification of text inside the top navigation bar and update it.
- (d) – Set the justification for the entire top navigation bar.
- (e / f) – Enable and disable top navigation background image and colour.
- (g) – Update top navigation background image and colour changes.
- (h) – You can view/change top navigation background images and colour by clicking these buttons.
- (i) – You can edit an existing custom area in the top navigation by clicking here.
- (j) – You can delete an existing custom area in the top navigation by clicking here.

- (k) – You can add a custom area to top navigation by clicking here.
- (l) – You can add a navigation space to your webpage by clicking here.
- (m) – Click here to save the changes you made to web page top navigation.

To Edit Website Left Side Panel / Edit Website Right Side Panel / Edit Website Bottom

Navigation:

1. Click on **Edit Page Layout** under **Website Builder**.
2. Navigate to **Edit Website LEFT SIDE PANEL** section.
3. You can change the settings as follows;

NOTE: The below procedure is applicable for all three areas of navigation panels – **Left Side Panel, Right Side Panel and Bottom Navigation**. The following procedures are illustrated for left side panel and please apply same for other two panels when you edit them.

Edit Website LEFT SIDE PANEL

The screenshot shows the 'Edit Website LEFT SIDE PANEL' interface. It includes several sections with settings and annotations:

- ENABLE** (checked) and **UPDATE** buttons. Annotation **a** points to the 'Displays the Left Side Navigation area' description.
- Left** (dropdown) and **UPDATE** buttons. Annotation **b** points to the 'Justification of Text inside Left Side Navigation' description.
- Center** (dropdown) and **UPDATE** buttons. Annotation **c** points to the 'Justification of Left Navigation' description.
- Left Background Image** (checkbox) and **UPDATE** button. Annotation **d** points to the checkbox.
- Left Background Colour** (checkbox) and **UPDATE** button. Annotation **e** points to the checkbox.
- View/Change Image** and **View/Change Colour** buttons. Annotation **f** points to the 'UPDATE' button for the image, and **g** points to the 'View/Change Colour' button.
- Navigation Description** table with **ENABLE** and **POSITIONING** columns. Annotations **h** and **i** point to the 'Add Custom Area' and 'Add Navigation Space' buttons respectively.
- Save Settings** button. Annotation **j** points to the button.

Red text annotations on the right side of the interface:

- You can enable and disable options here** (pointing to the 'ENABLE' column header).
- You can change the position of options here** (pointing to the 'POSITIONING' column header).

Navigation Description	ENABLE	POSITIONING
Navigation Space	☐	Change Position
STANDARD Pages (Home,About Us,Contact Us,Sitemap,Search etc)	☐	Change Position
Navigation Space	☐	Change Position
EXTRA Pages (Additional Pages you have created/added)	☒	Change Position
Product Specials	☐	Change Position
Shopping Cart Contents	☒	Change Position
Navigation Space	☐	Change Position
Products & Category Display	☒	Change Position
Navigation Space	☒	Change Position
Customer Login and Account Pages	☒	Change Position
Navigation Space	☒	Change Position
Email Newsletter Subscription	☒	Change Position

Buttons at the bottom: **Add Custom Area**, **Add Navigation Space**, **Save Settings**.

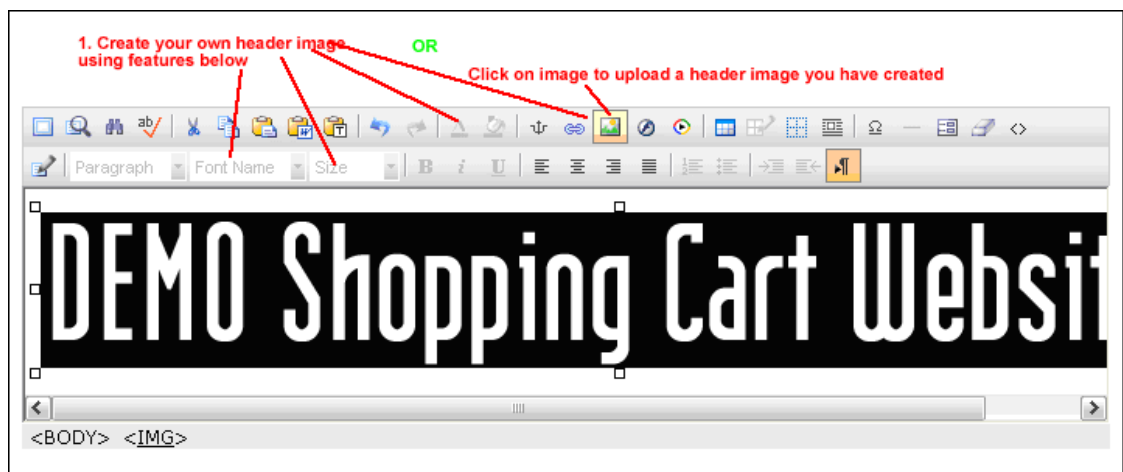


- (a) – You can enable/disable and update the left side navigation area here.
- (b) - Set the justification of text inside the left side navigation area and update it.
- (c) - Set the justification for the entire left side navigation area.
- (d) / (e) - Enable and disable left side navigation background image and colour.
- (f) - Update left side navigation background image and colour changes.
- (g) - You can view/change left side navigation background images and colour by clicking these buttons.
- (h) - You can add a custom area to left side navigation by clicking here.
- (i) - You can add a navigation space to your left side navigation by clicking here.
- (j) - Click here to save the changes you made to web page left side navigation.

Edit Website Header

To Edit the Website Header:

1. Click **Edit Website Header** in the Web Page Builder Admin Area.



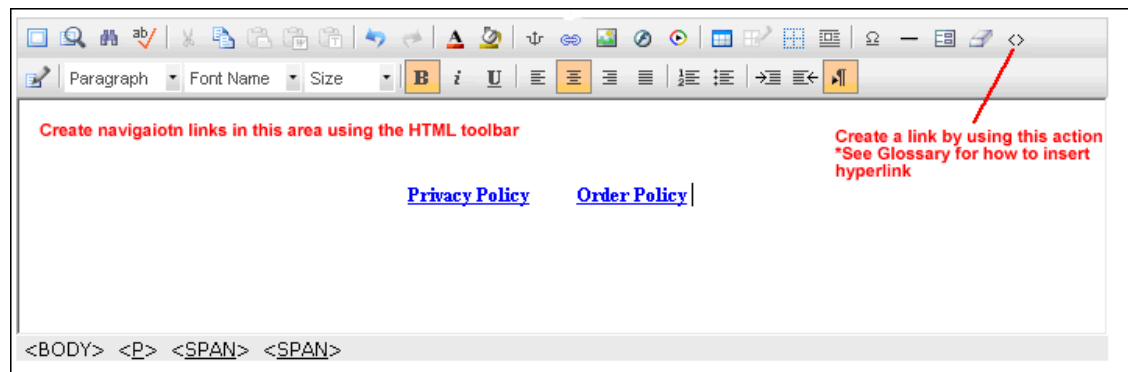
2. Click  to upload a header/logo image and upload the image*. Alternatively you can create your own header image using the HTML toolbar which can be a combination of text and image.
3. Click **SAVE** to upload to the website.

**See Glossary for instructions on how to upload an image.*

Edit Website Footer Navigation

To edit the Website Footer Navigation:

1. Click **Edit Website Footer** in the Web Page Builder Admin Area.



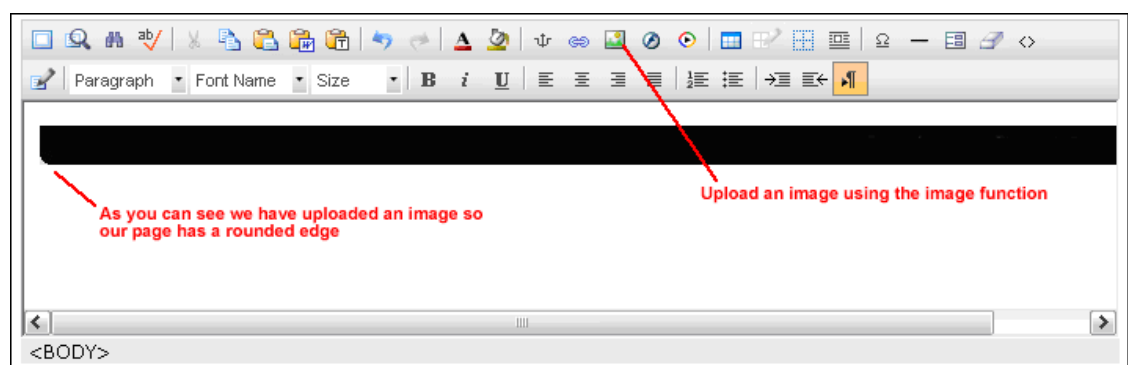
2. Click  to create links to other pages and inserting a hyperlink*.
3. Click **SAVE** to set footer navigation.

**See Glossary for instructions on how to insert a hyperlink.*

Edit Website Footer Image

To edit the Website Footer Image:

1. Click **Edit Website Footer** in the Web Page Builder Admin Area.



2. Click  to upload your already created footer image*. Alternatively you can create your own footer image using the HTML toolbar.
3. Click **SAVE** to upload footer image to the website.



*See Glossary for detailed instructions on *how to upload an image*.

Add buttons for Navigation

The following type of button is easy to make using a photo graphics program, see the **Resources** section in your Admin Area.



To add buttons for Navigation:

1. Click **Edit Webpage** in the Web Page Builder Admin Area.
2. Click **Image** beside the webpage you are uploading the button image to.

Standard Pages				
ORDER BY - Select a smaller number to allow the page to be seen higher in the Navigation menu				
Order By	Display in Navigation	Customers Only	Page Name	Functions available
12 ▼	☒	☐	Home Page	EDIT VIEW Text 
12 ▼	☒	☐	Contact Us	EDIT VIEW Text 
12 ▼	☒	☐	About Us	EDIT VIEW Text 
12 ▼	☒	☐	Privacy Policy	EDIT VIEW Text 
12 ▼	☐	☐	Order Policy	EDIT VIEW Text 
12 ▼	☒	☐	Search Website	EDIT VIEW Text 
12 ▼	☒	☐	Site Map	EDIT VIEW Text 

Click on Image to upload a button for the navigation

3. Select **Use Image for Page Navigation**.

Upload Images to be used for Page Navigation

PAGE : *Home Page*

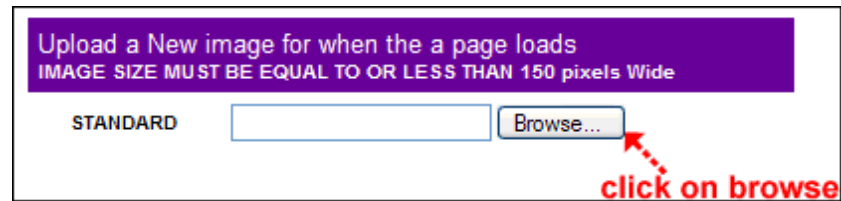
You must select to Use Images and then upload the Images below.

☒ Use Images for Page Navigation
 ☐ Use Text for Page Navigation

Tick the box to use an image for a button

UPDATE

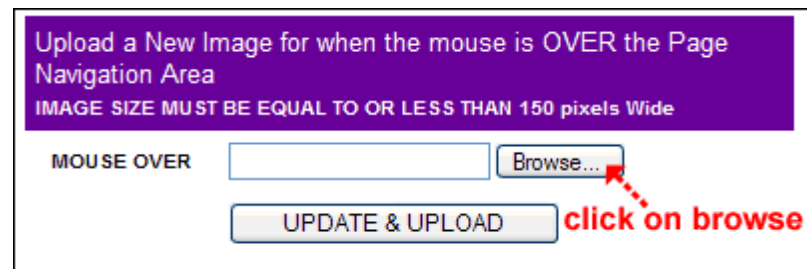
4. Click **UPDATE**.
5. Click **Browse** to locate your image.



- Click **UPDATE & UPLOAD** to insert the image.

Note: OPTIONAL Roll over button means when you place your mouse over the button it changes.

- Click **Browse** in the mouse over section and locate a different image.



- Click **UPDATE & UPLOAD** to insert the rollover image.

Edit Website Font

To edit the Website Font:

- Click **Edit Website Font** in the Web Page Builder Admin Area.
- Select the desired font for the website text.
- Click **Select Font** to change the text to this font.

Manage Files and Assets

Intermediate Use

To upload Files to Website:

- Click on **Manage Files/Assets** under **Website Builder**.
- Click on **Upload New Files**.



Upload Files

[Click here to manage FTP accounts](#)

[Manage FTP Accounts](#)

Manage Files that are uploaded

Upload any Files to your Website and then use the files in your Webpages or emails

This area is ideal for uploading PDF files, Video files, flash files and any other files. Once uploaded, you will see the link down the bottom where you will be able to then copy n paste that link.

[Click here to upload a new file](#)

[Upload New Files](#)

[Select the directory to view](#)

<http://www.demo.aquawebsites.com/editor/assets/> [Choose Directory to View](#)

[Click here to view files in a folder view](#)

[View Files in Folder](#)

Current Folder :
<http://www.demo.aquawebsites.com/editor/assets/>

[Click here to copy the corresponding link](#)

[Click here to delete this file](#)

http://www.demo.aquawebsites.com/editor/assets//add to cart.png	COPY LINK	Delete
http://www.demo.aquawebsites.com/editor/assets//BarkStop-1 a.jpg	COPY LINK	Delete
http://www.demo.aquawebsites.com/editor/assets//demo_header.gif	COPY LINK	Delete
http://www.demo.aquawebsites.com/editor/assets//DSC00083.JPG	COPY LINK	Delete

3. Select a folder that the file should be uploaded.

[Select Folder to Upload to](#)

<http://www.demo.aquawebsites.com/editor/assets/> [\(Main Folder\)](#) [SELECT](#)

Please note that uploading large files will take a long time!

4. Browser the files to be uploaded and click **UPLOAD FILES**.

You can Upload up to 5 Files at once

Uploading to

<http://www.demo.aquawebsites.com/editor/assets/audio>

[Browse...](#)

[Browse...](#)

[Browse...](#)

[Browse...](#)

[Browse...](#)

[Browse the files you want to upload](#)

[UPLOAD FILES](#)

[Click here to upload files](#)

Please note that uploading large files will take a long time!

To view files in a specific folder:

1. Click on **Manage Files/Assets** under **Website Builder**.
2. Select the directory from the dropdown list and click **View Files in Folder**.

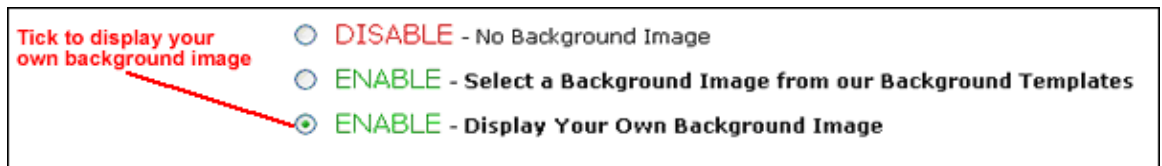


3. Then the files in that folder will be displayed in the page.

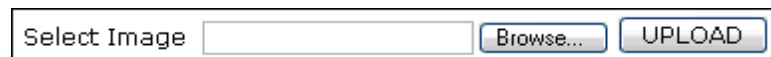
Upload Background Image

To upload your own Background Image:

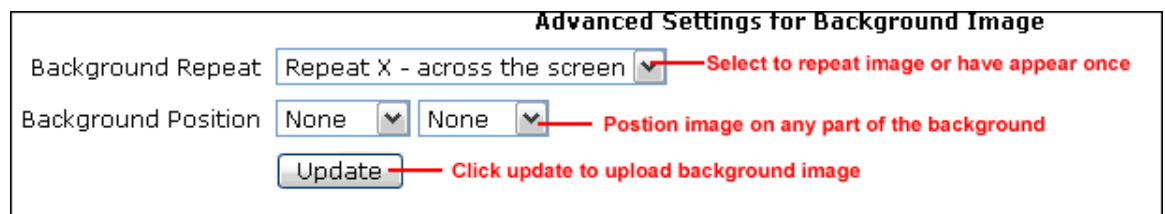
1. Click **Upload Background Image** in the Web Page Builder Admin Area.
2. Select **ENABLE**.



3. Click **Update**.
4. Click **Browse** to select an image from your computer and click **Upload**.



5. Click **Update** to upload background image to website.
6. Advanced Settings:



To upload a Custom Background:

1. Click **Upload Background Image** in the Web Page Builder Admin Area.
2. Select **ENABLE**.



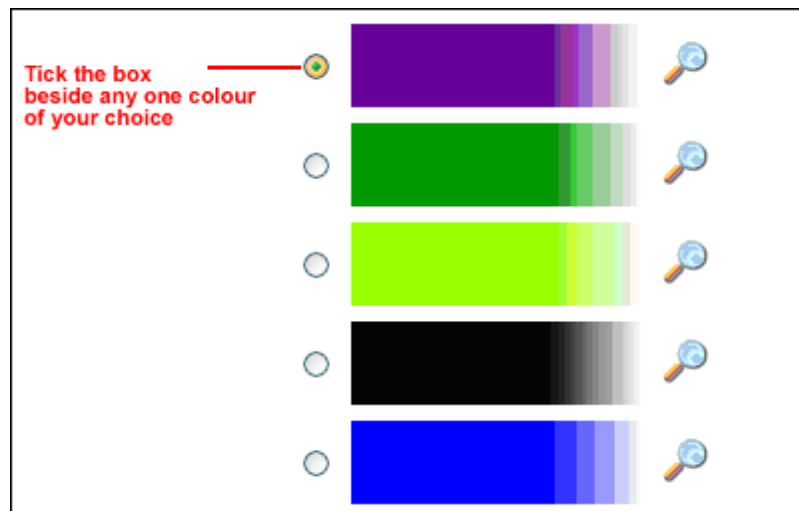
Tick to display a custom background image

☐ **DISABLE** - No Background Image

☒ **ENABLE** - Select a Background Image from our Background Templates

☐ **ENABLE** - Display Your Own Background Image

3. Click **Update**.
4. Select the colour to choose it.



5. Click **Update** to upload the colour you choice.

Edit Main Head Tag

Intermediate Use

To edit Main Head Tag:

1. Click **Edit Main Head Tag** in **Website Builder Admin**.
2. Insert your head tag and click **UPDATE** to save changes.

Note: Instructions are provided on the webpage itself.

Edit Contact Details

1. Click **Edit Contact Details** in the Web Page Builder Admin Area.
2. Edit your business details in the appropriate fields as displayed.

Edit Contact Details

All of the values you enter here will be used on your Main Website as well as Invoices and Emails that are sent out automatically from Your Website.
Be sure to enter correct details!

Business Name:

Display Business Number on Contact Details Page ☒

Tick this box to display your ABN on your Contact Us page

Business Number: Title Number

Admin Contact Name:

Display Location Address on Contact Details Page ☒

Tick this box to display your physical address and write your details in the fields below

Location Address Line 1:

Location Address Line 2:

Location City:

Location State:

Location Post Code:

Location Country:

Display Postal Address on Contact Details Page ☒

Tick this box to display your postal address and write the details in the fields

Postal Address Line 1:

Postal Address Line 2:

Postal City:

Postal State:

Postal Post Code:

Postal Country:



Tick the boxes beside the phone and fax numbers you want displayed and write the numbers in the field provided below

Tick a box and type in the number to display for the phone numbers

Phone	☒	
Orders Phone	☒	
Fax	☒	
International Phone	☒	
International Fax	☒	

Tick the box beside one or all of the email addresses you want to use

NOTE: Refer Resources section for setting up an email account

Edit Email Addresses and/or, tick a box to display on Website Contact Details WebPage

General Information Email	info	@www.aqua-websites.com	(Always displayed)
Sales & Order Enquiries	☒	sales	@www.aqua-websites.com
Support Email	☒	support	@www.aqua-websites.com
Admin Email	☒	admin	@www.aqua-websites.com

☒ Display Contact Details and Copyright at bottom of every page.

Update Contact Details

3. Click **Update Contact Details** to apply the changes to your website.

Add Code Modules

Use the Add Code Modules when adding video or audio files to your website.

To add Code Modules:

1. Click on **Code Modules** under **Website Builder**.
2. Click on **Add Code Module**.
3. Enter your video or audio details and create a code module to easily insert onto any page you want to play your video or audio file from.

Module Name	Whale Watching ←... <i>Name for easy reference</i>
Module Replace Phrase	[whale watching video] ←... <i>Create a module name in square brackets, this is what you will copy and paste on a webpage to play your file</i>
Module Code	<pre><iframe width='320' height='240' frameborder='0' marginheight='0' marginwidth='0' noresize scrolling=no src='http://ravenas.razorstream.com:80/eve- service/player.jsp?enc=6T0bHpDtkv% 2F90pKJgse%2BXg%3D% 3D&h=240&w=320'></iframe></pre> <i>Paste the code for your video or audio file here</i>

- Click **ADD Module** to add your new code module. You can copy and paste the **Module Replace Phrase** you created onto any page you like.

Note: See the Edit Webpage topic for instructions on how to access your webpages.

Edit Code Modules

To edit Code Modules:

- Click on **Code Modules** under **Website Builder**.
- Click on **Add Code Module**.
- Select the Code module you wish to edit, and edit details as required.

Select a Module Name to Edit or Delete	Add New Code Module
Installing Ubuntu Linux	EDIT DELETE
How to Use CMS	EDIT DELETE
Managing Your Website	EDIT DELETE

Click here to edit the code module (with red arrow pointing to the EDIT button for 'How to Use CMS')

- Click **Update**.

Using Code Library

- Click on **Code Modules** under **Website Builder**.
- Click on **Code Library**.



- Now you are given module codes for each category. You can navigate in to these sections and use the module code available there to define your own module codes.

Send Emails from Website

Go through the Code to send Emails to Email Addresses you specify.

Subscribe to Email Newsletter

Allow someone to Subscribe to Email Newsletter from any Webpage you want them to. You can also specify a different webpage other than the standard successfully subscribed webpage.

Signup as Member

Place this code on a Webpage to allow people to signup as a member from a different page other than the standard signup page.

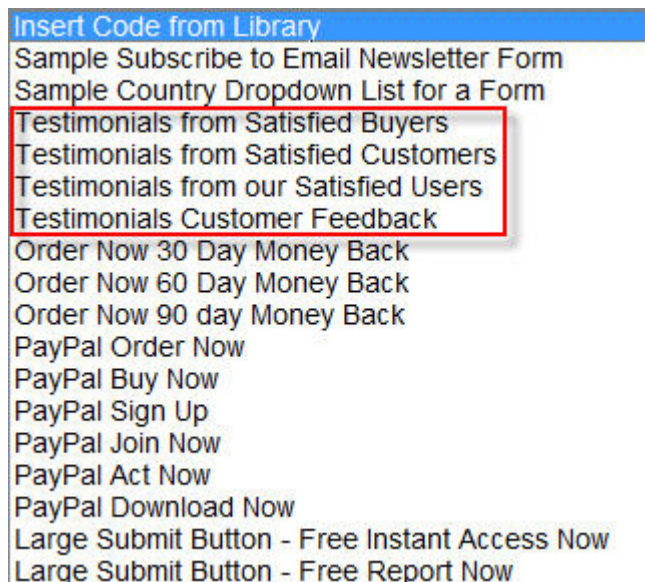
Signup as Affiliate

Place this code on a Webpage to allow people to signup as an Affiliate from a different page other than the standard signup page.

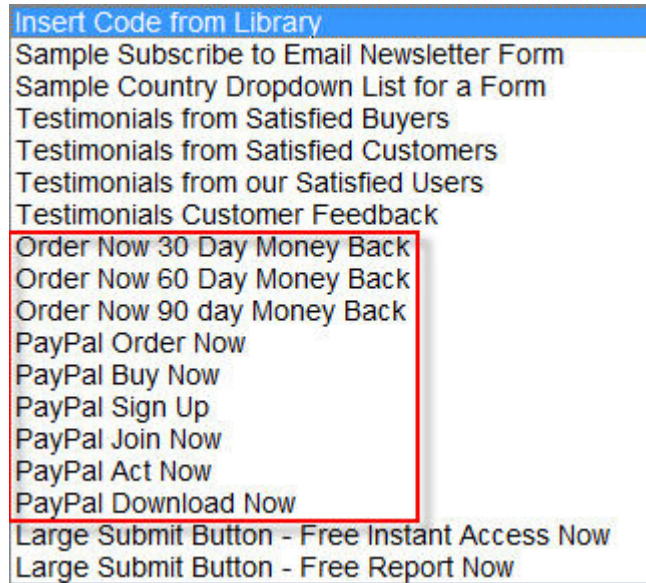
Customer / Affiliate Log In

Place this code on a Webpage to allow people to Log In to the Customer Area. .

- Now you have the facility of inserting testimonial graphics using the code library. There are four testimonial graphics templates to choose from and these can be added to any web page.



- You can insert Buy / Order Now graphics to your webpages using the code library. There are 9 Buy / Order Now graphics available.



Send Email

Intermediate Use

To send an Email:

1. Click **Send Email** to view instructions.

Note: Instructions are provided on the webpage itself.

Redirect / Cloaked Links

Have any link you want to count how many times it is clicked on or if you need to hide the destination link from the viewer by using a Cloaked Link. It is easy and the link provided is one on your website that is able to be used anywhere from an Email to a Webpage.

1. Navigate to **List of Cloaked/Redirect Links** page.
2. Click **Add a Cloaked/Redirect Link** button.



3. Enter the link to cloak and click **CREATE Link**.



On the next age you will be provided with a link to be able to use on the Website to have visitors go to the link, be counted and then redirected to another page whether it be a page inside your website or an external webpage.

Enter the Link to Cloak **Enter the link here**
 eg. <http://www.google.com/>
 (Must contain the <http://> and be exactly what is in the URL/Address bar of your Internet Explorer or Firefox Browser)

Click here to create the link **CREATE Link**

4. Use the link provided by the system for tracking counts of the cloaked link.

On the next age you will be provided with a link to be able to use on the Website to have visitors go to the link, be counted and then redirected to another page whether it be a page inside your website or an external webpage.

Cloaked Link <http://www.example-one.com>

Enter the Link below to now count the amount of times it is clicked on and Redirect the person who clicked on the Link to the Cloaked Link.

This link will work on any webpage or email that you put it on.
 Use it on your website, external websites, email newsletters, blogs - anywhere!

Enter this link in the website or email for counting the times it is clicked

Send Link to a Friend

This will allow visitors to be able to click on the navigation link and be able to enter their details and up to 5 of their friends' email addresses and then click on Send and it will send the emails for them. Please note that it would be a violation of standard privacy policies for you to store or record these details or add them to any list and so this page is provided for visitors use only to promote your website.

To send link to a friend:

1. Click **Manage Webpages** under **Website Builder** in the left navigation.
2. Click **Edit STANDARD Pages** in the page appears next.
3. Enable **Display in Navigation** checkbox for **Send Link to a Friend** and click **EDIT** button beside the same page.

☒ ☐ **EDIT** **VIEW**

1. Enable this checkbox **2. Click here**

4. Make necessary changes to the page and click **UPDATE** to save the changes.

[Return to List of All Webpages](#)
[Add New Webpage](#)

Page Name

Page Title

(this is displayed on the Top of the Browser Window and is good to put keywords for Search Engines)
 Should be between 6 and 12 words.

Edit Text Colours for Page Navigation [Use text](#)
 Edit Image used for this Page in Navigation [Use Image](#)

Link directly to this Webpage

[View Webpage](#)

☒ **TICK to Display Page in Navigation**

(you may want to NOT display the page while you are building it and can edit this later and show the page when it is ready)

☐ **TICK to make this Page for Customers Only**

(ticking this box will make this Page not accessible unless they are a logged in Customer)

Your Page Contents

Insert a Code Module Insert Code from Library

Paragraph
Font Name
Size
B
i
U
 a^2
 a_2
≡
≡
≡
≡
≡
≡
→
←

Send a Link to a Friend

Simply fill in your Details and up to 5 Friend's Email Addresses

You can on the next page choose to send more friends this link or return to the Webpage Link.

Page Meta Description Tag (this is used for Search Engines only)

Place a brief description of your Website that may be displayed to people by the Search Engine on the Search Engine website in one or two sentences. It is recommended to have a maximum of 200 characters which should be between 12 and 24 words.

Page META Keywords Tag (this is used for Search Engines only)

These keywords will be used to display the relevant search terms for this product to the Search Engines. This is not sentences but search terms for the product. It is recommended to have a maximum of 874 characters (48 words). Only use words that appear on the Page if you want to achieve best results. Please note use the following method in order of first as highest importance - keyword1, keyword2, keyword phrase1, keyword phrase 2, keyword3

[UPDATE](#)

Click here to save the changes



Notes

Request Support

Add Support Ticket

To add a Support Ticket:

1. Click **Add Support Ticket** in the Request Support Admin Area as displayed.

The screenshot shows a web form for adding a support ticket. It includes the following fields and annotations:

- Priority:** A dropdown menu set to 'High'. A red arrow points to it with the text: *←...Select priority level*
- Email:** A text box containing 'jerry@hassingcrafts.com'.
- URL:** A text box containing 'http://www.hassingcrafts.com/webadmin/tech_support/add_ticket.asp'. A red arrow points to it with the text: *Copy and paste the URL if you are asking about a specific page*
- Subject:** A text box containing 'Example of Support ticket'. A red arrow points to it with the text: *←... Type subject here*
- Message:** A large text area containing 'Hello Support,' and 'Please type message here with as much information regarding the request such as particular page, product or customer.' Below this, it says 'From Jerry Hassingcrafts'. A red arrow points to this section with the text: *Type your support question here*

View Support Ticket History

To view Support Ticket History:

1. Click **View Support Ticket History** in the Request Support Admin Area. You can view all of your previous support tickets, edit a ticket, and/or resend it.



Notes

Log Out

Automatically and securely log out of the Admin Area.

To Log Out:

1. Click Log Out.



Notes

Resources

See the **Resources section** in your admin to find manuals on how to achieve the following things.

See the Resources Section to Find Out How to:

- Read and download Shopping Cart manual
- Set up Email Account in Outlook
- Set up Email Account in Outlook Express
- Set up Payment Gateways to accept credit cards from your website by Eway, PayPal and BPAY.
- Free submission to search engines
- Advertise/pay in search engines
- Updates to website software history

Due to continuous upgrades to the Websites Shopping Cart Website software, this manual is continuously being updated.

Latest updates are always displayed on the home page of your admin Area, when you first log in.

*Note: See the **Resources Area** for latest manual updates*



Notes

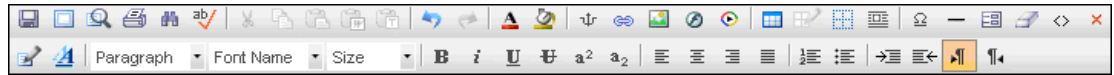
Search Engines

The Search Engines section is to help you submit your website to the search engines most effectively.



Notes

Glossary



See button applications for use below



Save:

Click the icon to save the content.



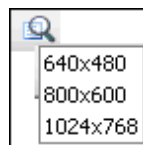
Full Screen:

Click the icon to increase the size of the HTML editor to the full size of your computer monitor. Click again to return to normal view.

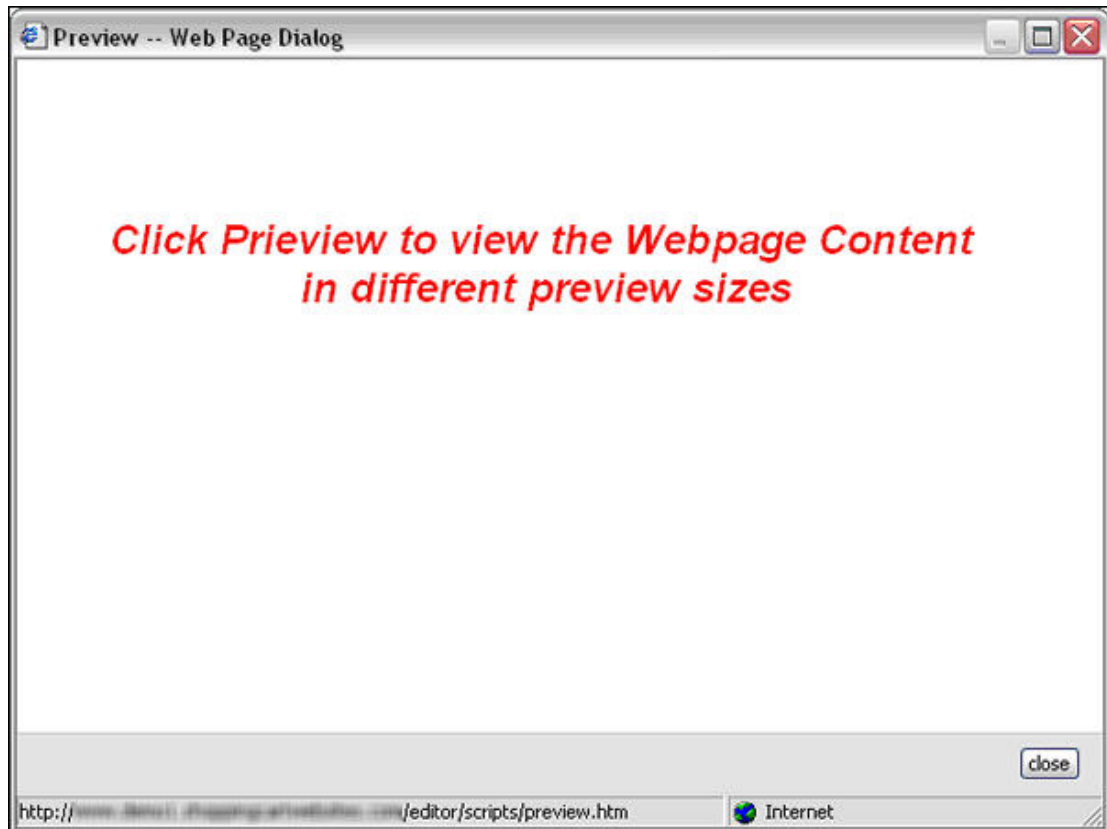


Preview:

1. Click the icon to view how the content will look like as a webpage.
2. Select the size of the preview window from the drop down menu.

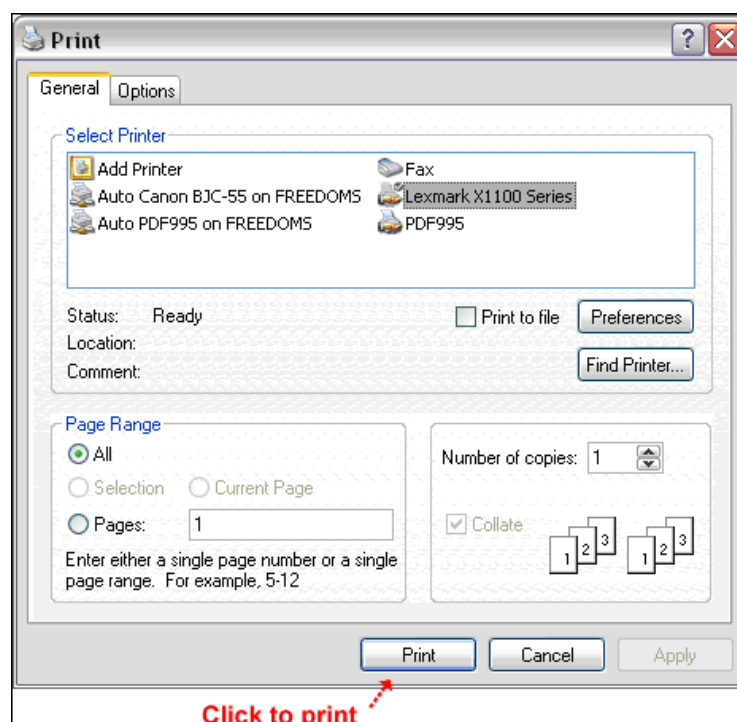


3. Click **Close** to end preview.



Print:

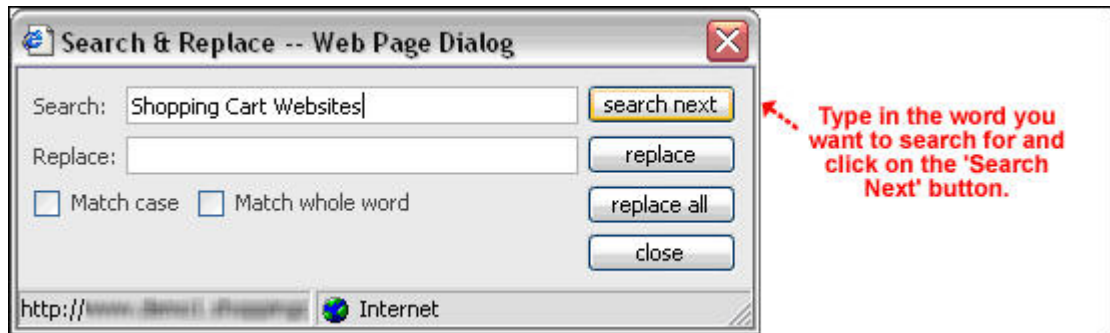
1. Click the icon, the print window will open
2. Click **Print** to print the content of the page.





Search:

1. Click the icon to search for a word.
2. Type in the word you are searching for and click **Search Next**.



3. To replace a word type the old word into the Search space and type the new word in the replace space. Click **Replace All**.

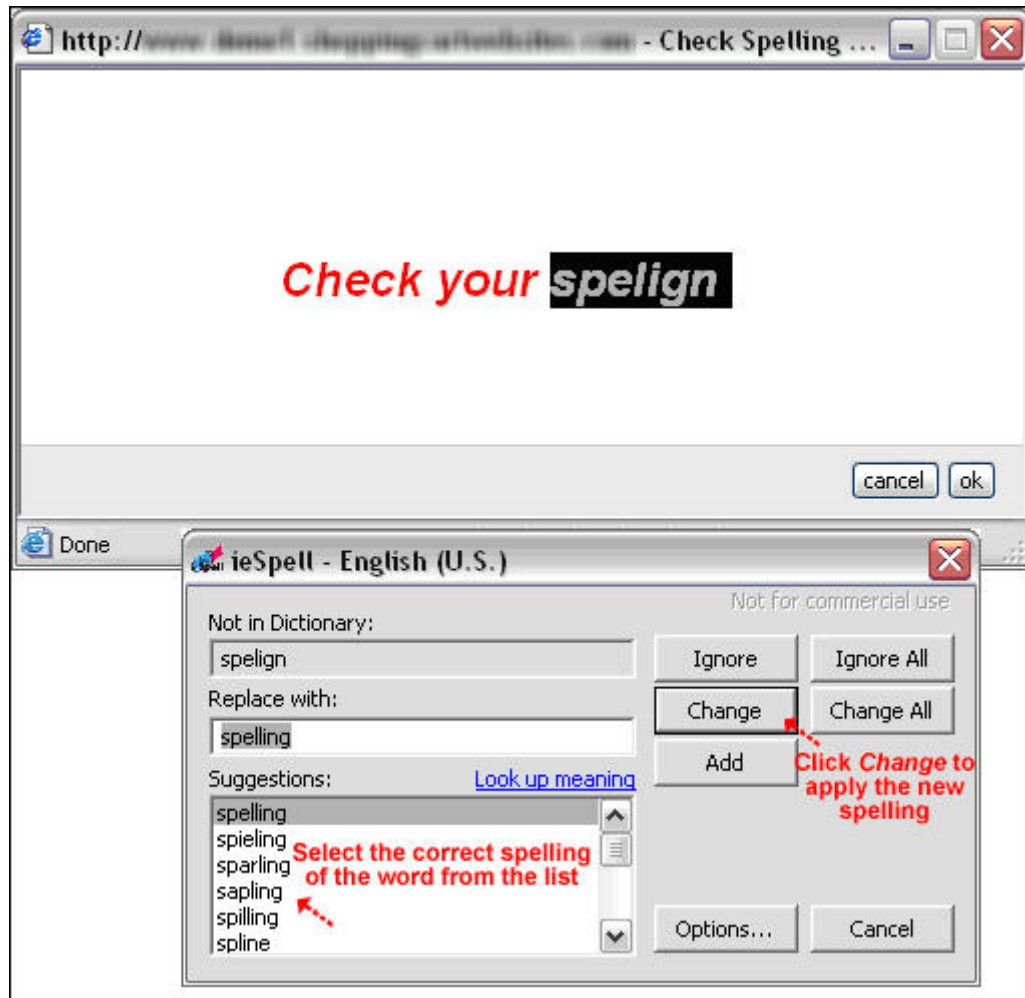


Check Spelling:

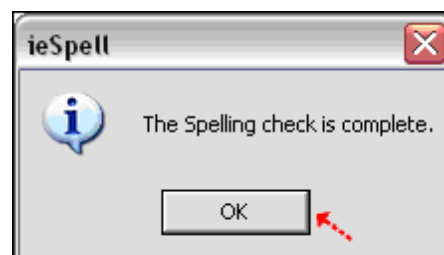
In order to use this feature you must first go to this website www.iespell.com and download this browser plug in which will automatically allow you to check the spelling and make corrections.

Note: See Manuals for a IESpell Download Manual to download the plug.

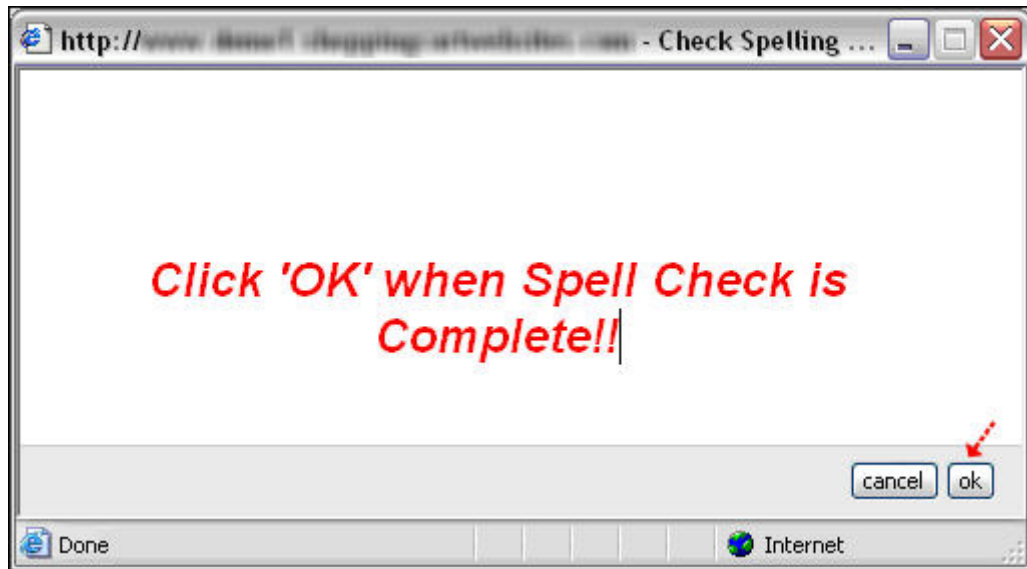
1. Click the icon to use Spell Check.
2. If there are any spelling errors go through and change them in this window.



3. You will be alerted once you have completed the spell check. Click **OK**.



4. Click **OK** to close the text window.



Cut:

Use this feature along with the Paste feature to cut and move content.

1. Highlight text and/or image you want to cut out and move to another Area of the page.
2. Click the icon. The content you highlighted has now been cut out and is not visible on the screen.

Note: See Paste to learn how to paste the content on another part of the page.



Copy:

Use this feature along with the Paste feature to copy and duplicate content on the page.

1. Highlight text and/or image you want to copy.
2. Click the icon. The content you highlighted has now been copied.

Note: See Paste to learn how to paste the content on another part of the page.



Paste:

Use this feature along with the Cut or Copy feature to paste content on the page.

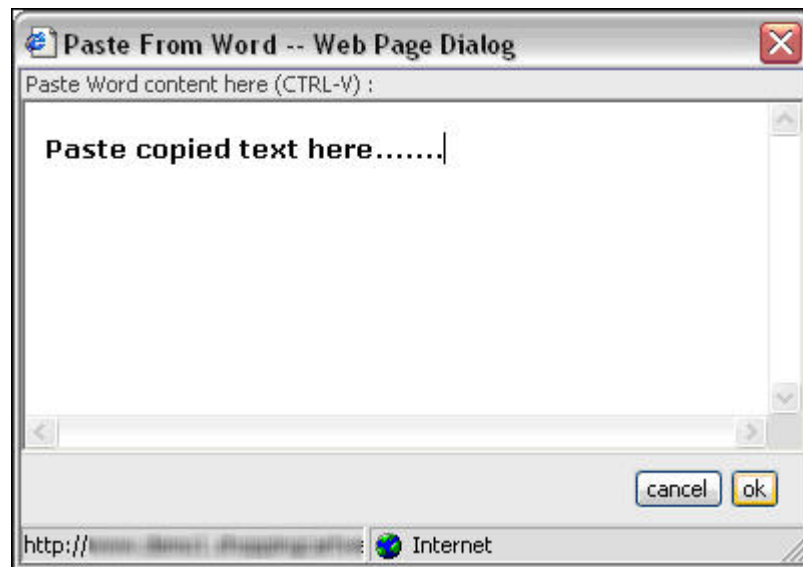
1. Click on the Area of the page you want to paste the cut or copied content.
2. Click the icon. The content will appear onto the page.



Paste from Word:

Use this feature when copying from Word.

1. Click the icon to open a pop up box.
2. Paste your text into this box.
3. Click **OK** to add pasted content to the webpage.



Paste Text:

Click the icon to paste text onto the webpage.



Undo:

Click the icon to undo the last action you made.



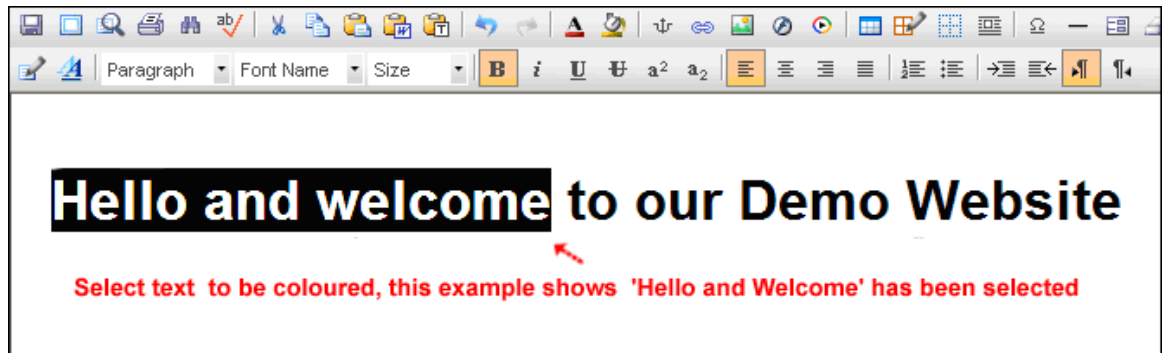
Redo:

Click the icon to redo the last action you made.

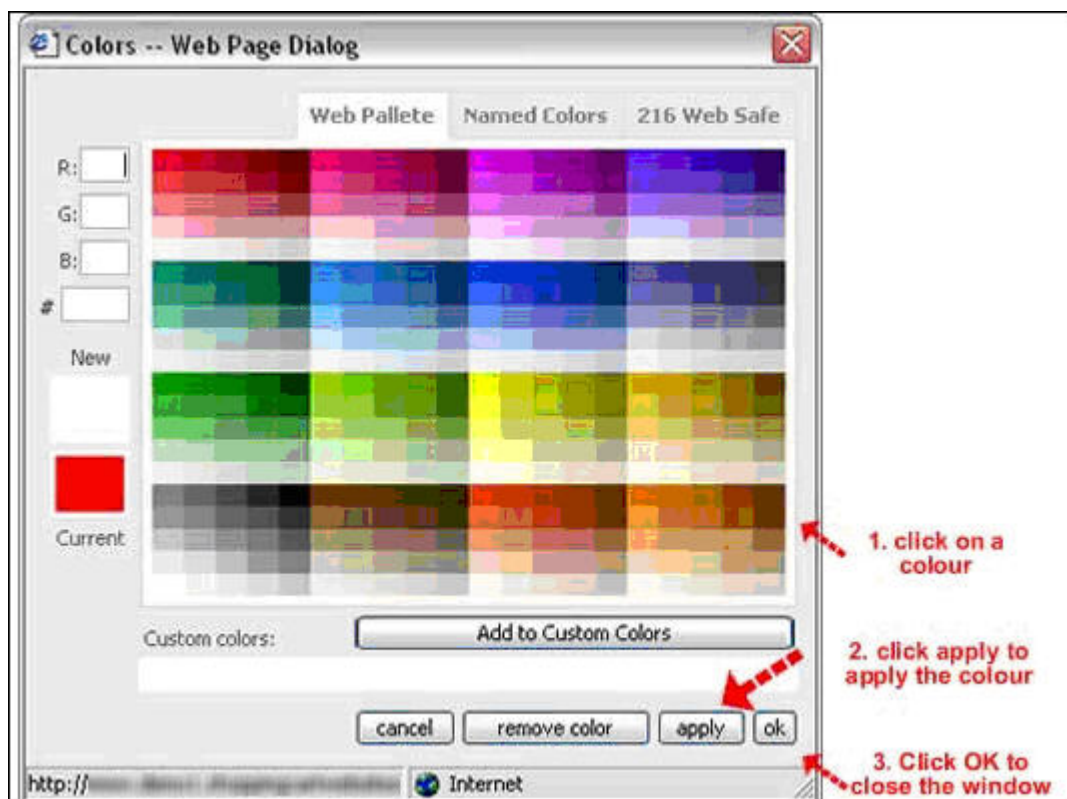
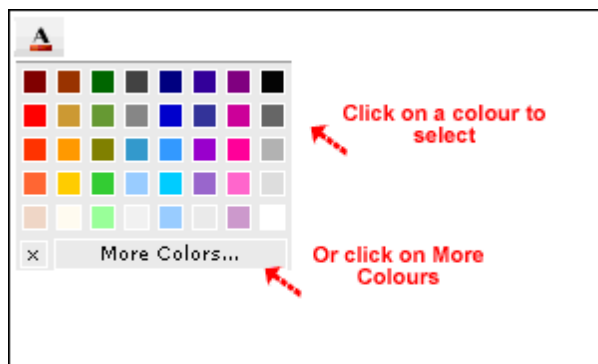


Edit Colour:

1. Click the icon to edit the text colour.
2. Select the text you want to change the colour of.

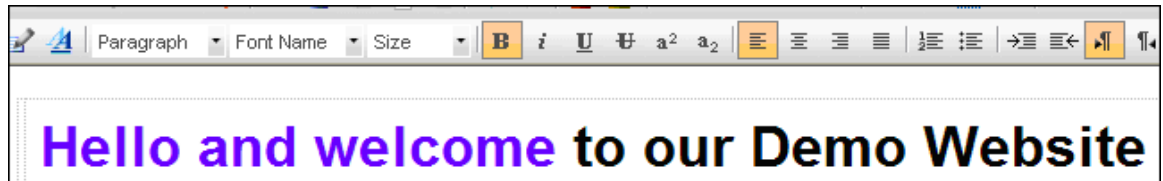


3. Click the icon while the text is still selected.
4. A colour table will appear, choose a colour by clicking once on the colour of your choice. You can access more colours by clicking on more colours as displayed.



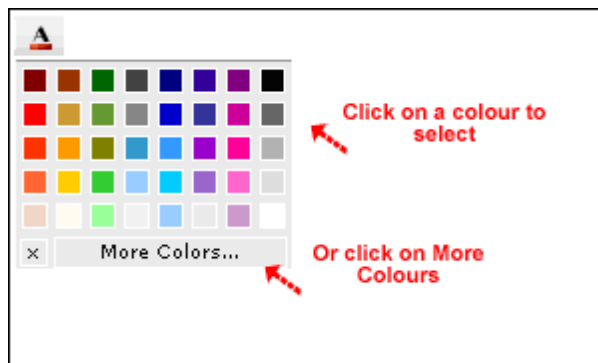


5. If you select more colours, click on the colour of your choice then click **Apply** and then **Ok**.



Background Colour:

1. Click the icon to change the background colour
2. Choose a colour from the Colour menu by clicking once on the colour you want.



3. A colour table will appear, choose a colour by clicking once on the colour of your choice. You can access more colours by clicking on more colours as displayed.
4. If you select more colours, click on the colour of your choice then click **Apply** and then **Ok**.



Bookmark:

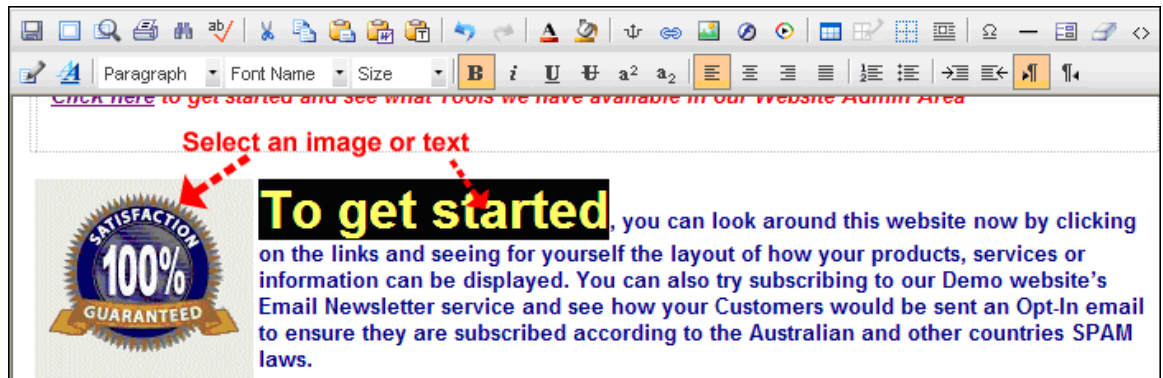
To be updated.



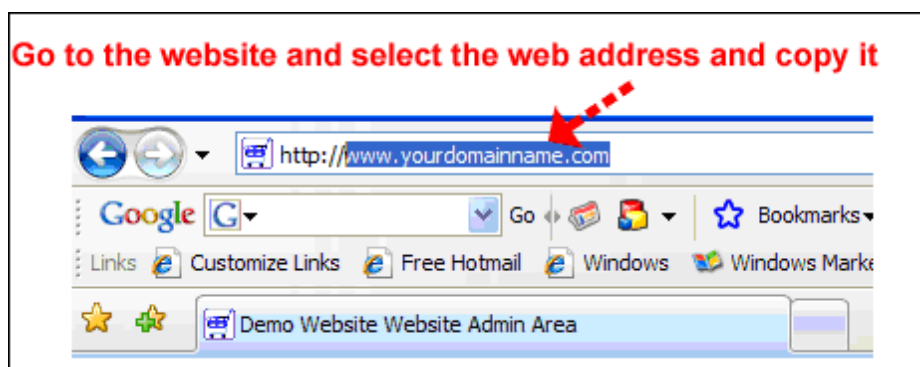
Insert Hyperlink:

A hyper link is a link to another webpage or website. You can create a hyperlink using an image and text.

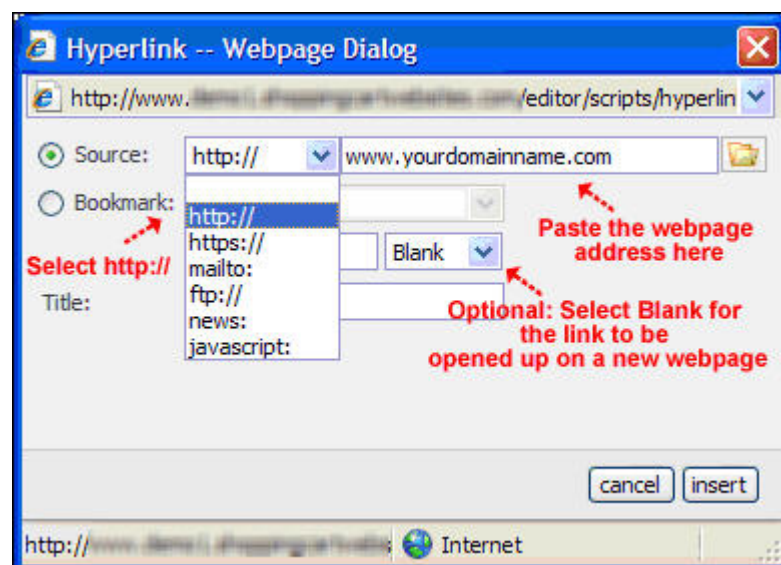
1. Select the text or image you are creating a hyperlink from.



2. Go to the webpage that you want to link to and copy the web address as displayed, leaving out the http://



3. Go back to your admin and click the icon.
4. The hyperlink pop up box will appear. Paste the web address in as shown below. Select http:// from source the drop down list.



5. Click **Insert**.
6. Click **Copy**.



7. Click **Ok**.

Note: you can link to a file you have stored on your PC by clicking on the yellow folder, locate the file, select and insert it.

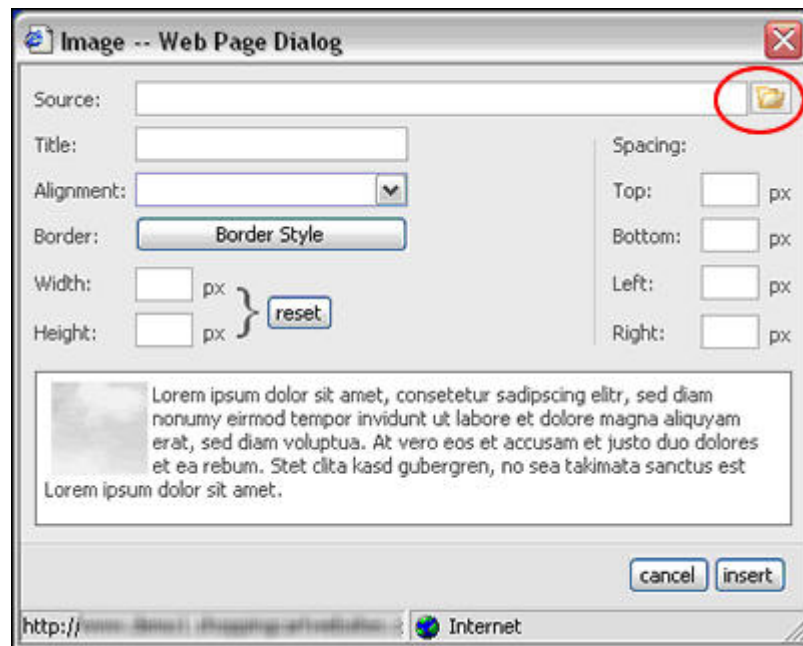
Note: By choosing blank from the drop down list as displayed is optional and is so that the link will open up a second page.



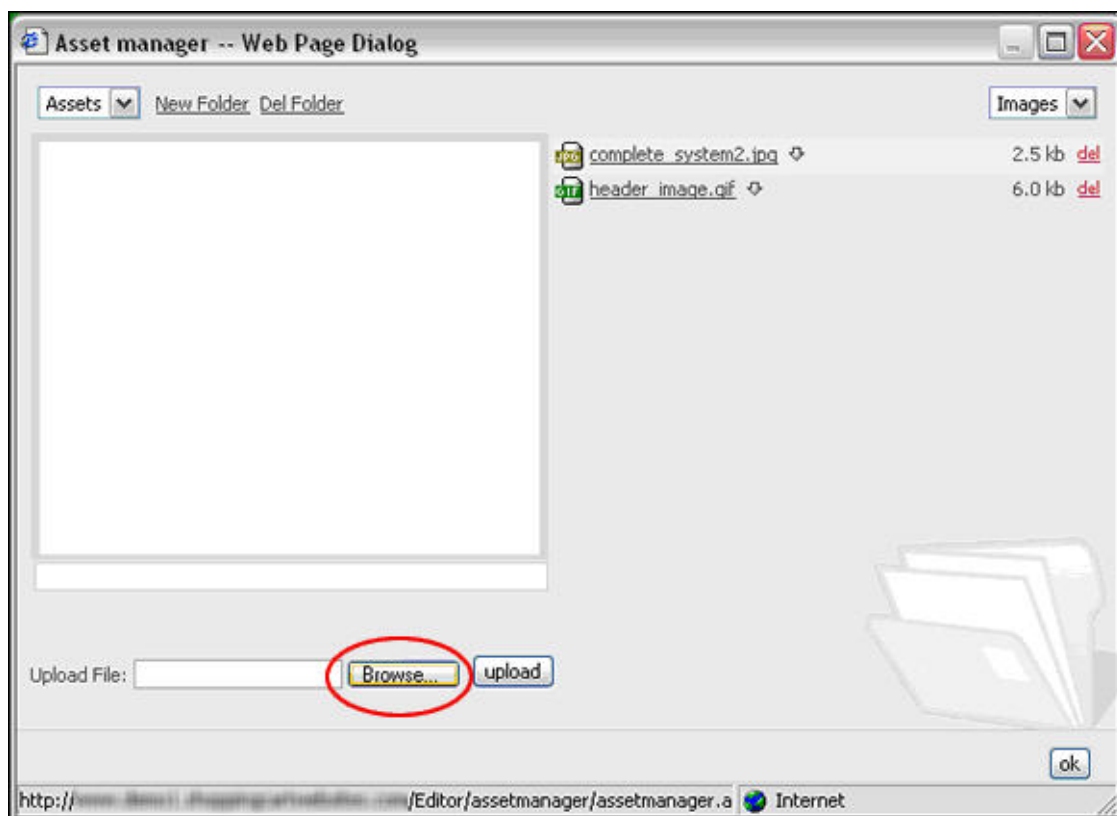
Insert Image:

Click the icon to insert an image from your computer files.

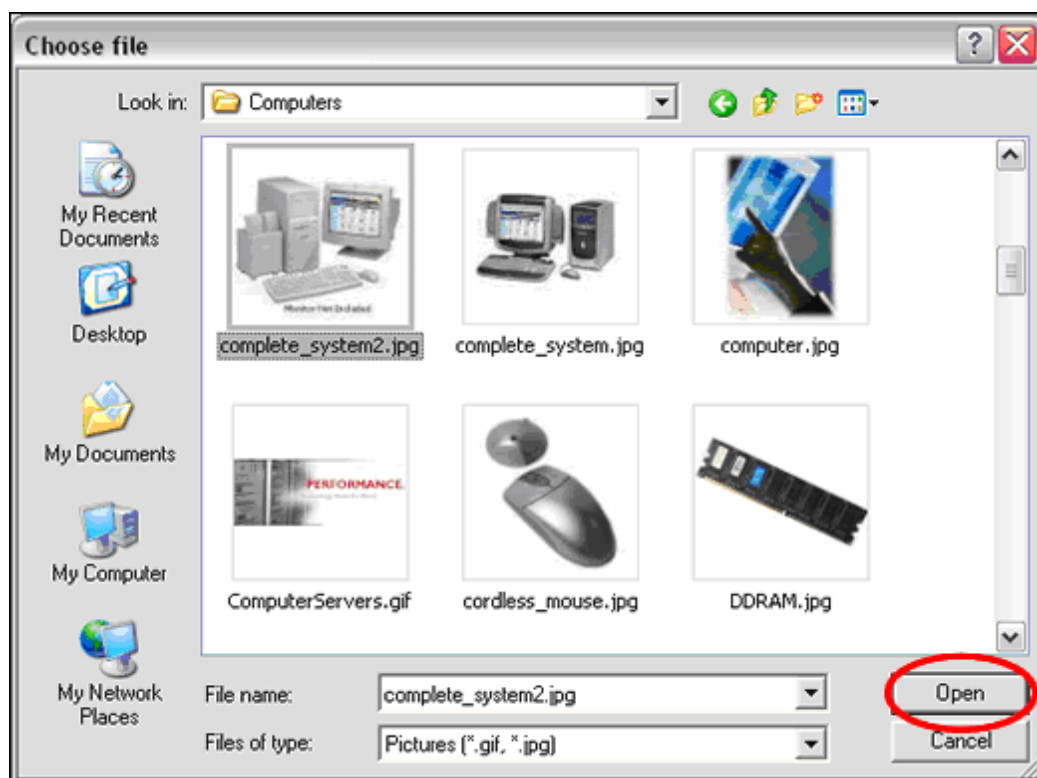
1. Click on the Area of the page where you would like the image and click the icon , a pop up window will open.
2. Click the Yellow Folder in the Source field.



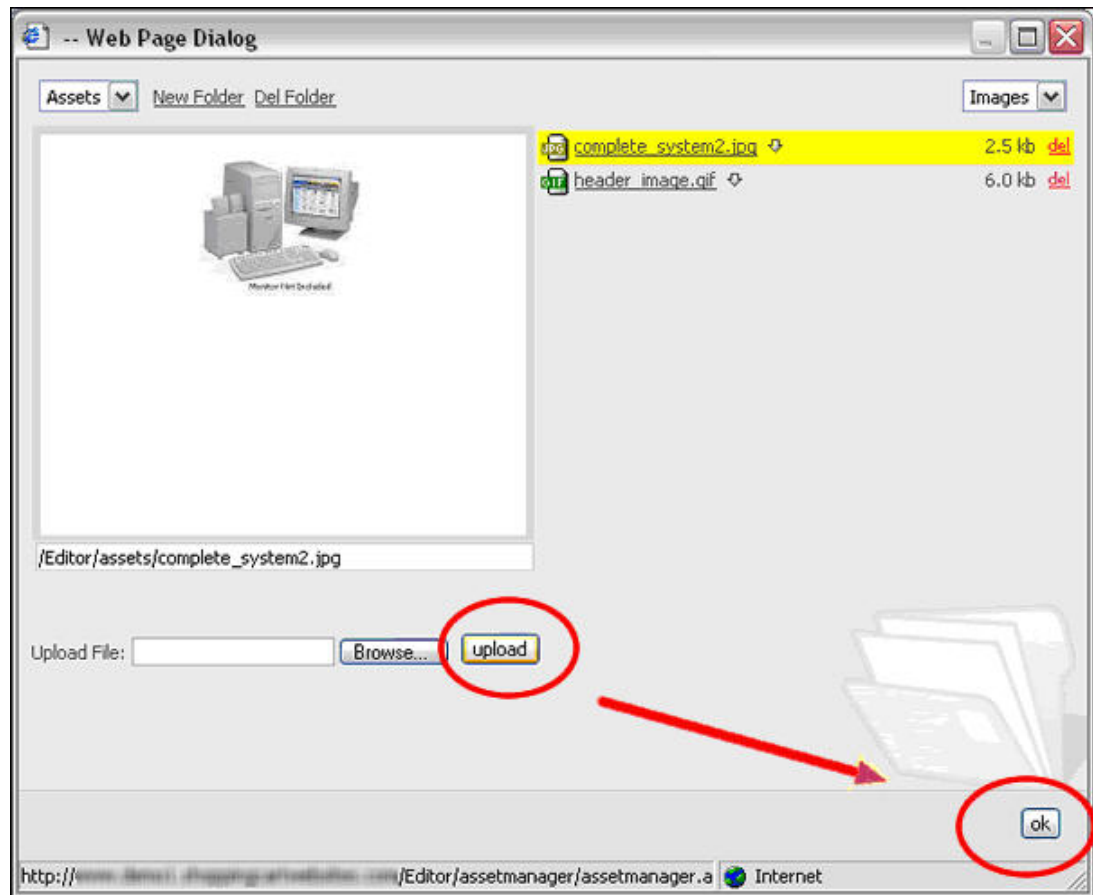
3. Another pop up window will open, click **Browse**.



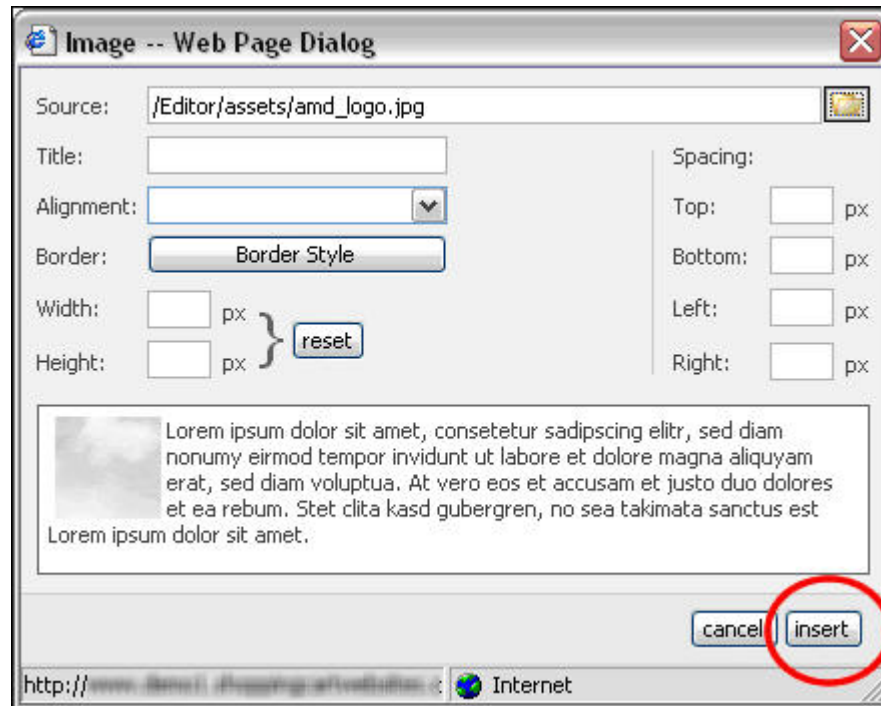
4. Select an image and click **Open**.



5. Notice the file name is now inserted in the Upload pop up window, click **Upload**. The image will take a few seconds to upload. When you see the image you selected appear in the window, click **OK**.



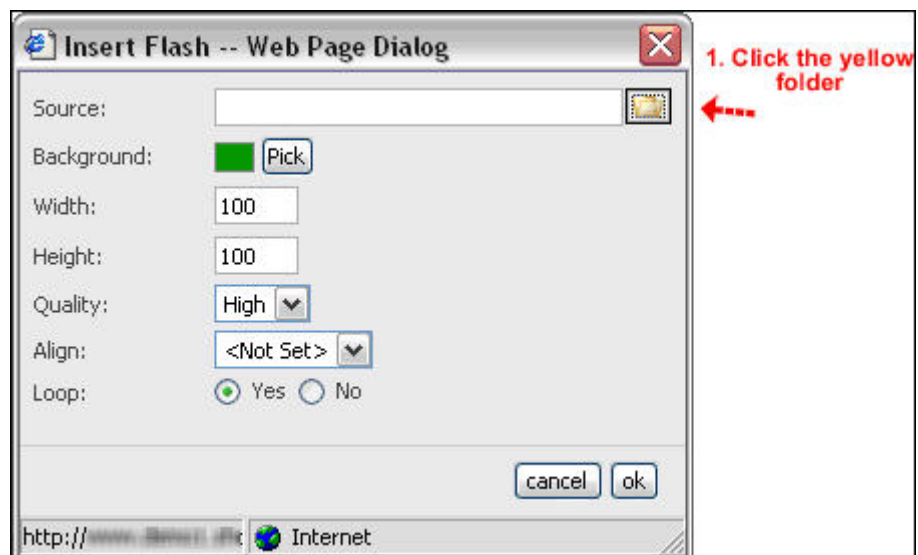
6. Return to the first window, click **Insert**, to upload the image onto your webpage.



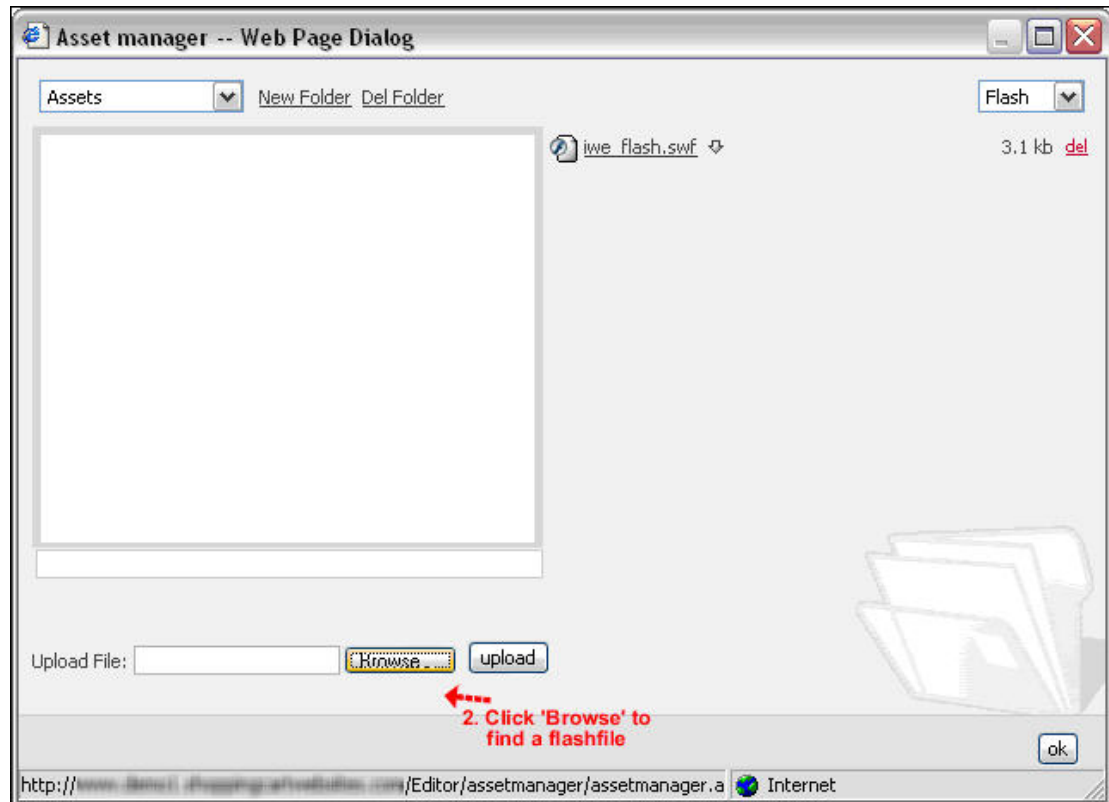
Insert Flash:

This feature allows you to insert a flash file.

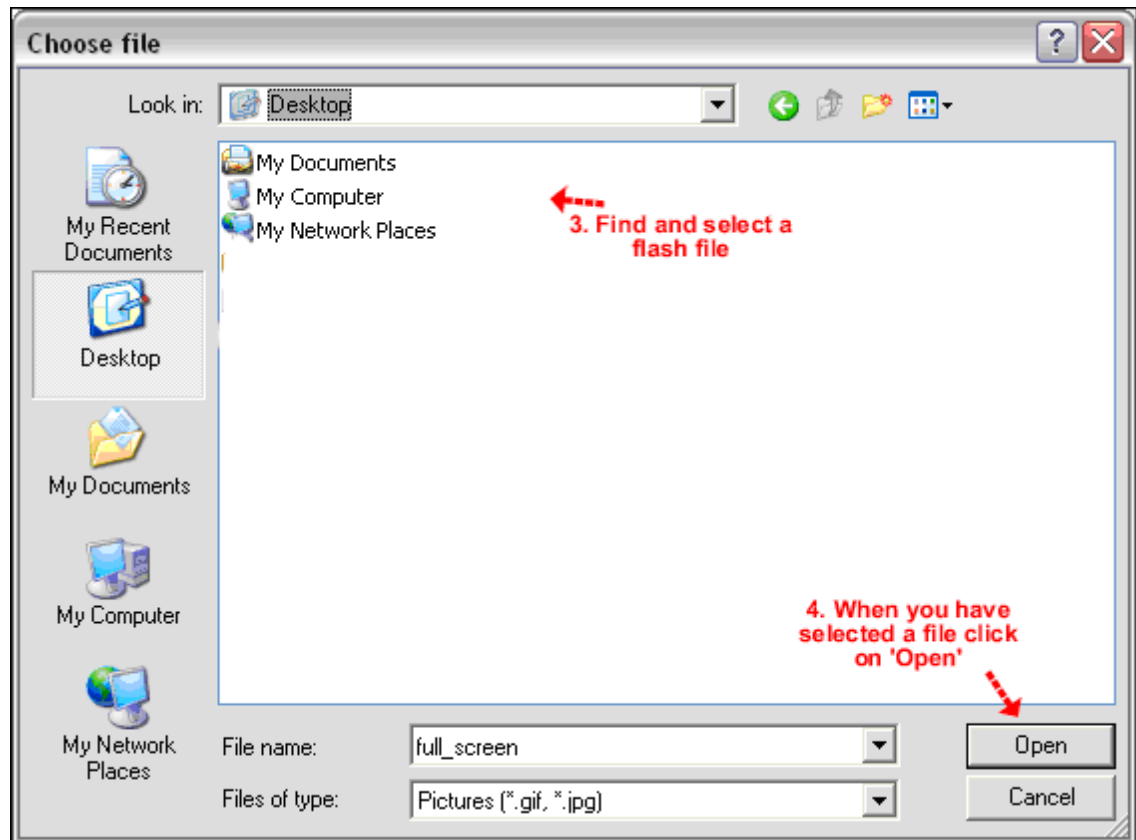
1. Click the icon.
2. The Insert Flash window will open, click on the yellow folder



3. Another window will open, click on the 'Browse' button.

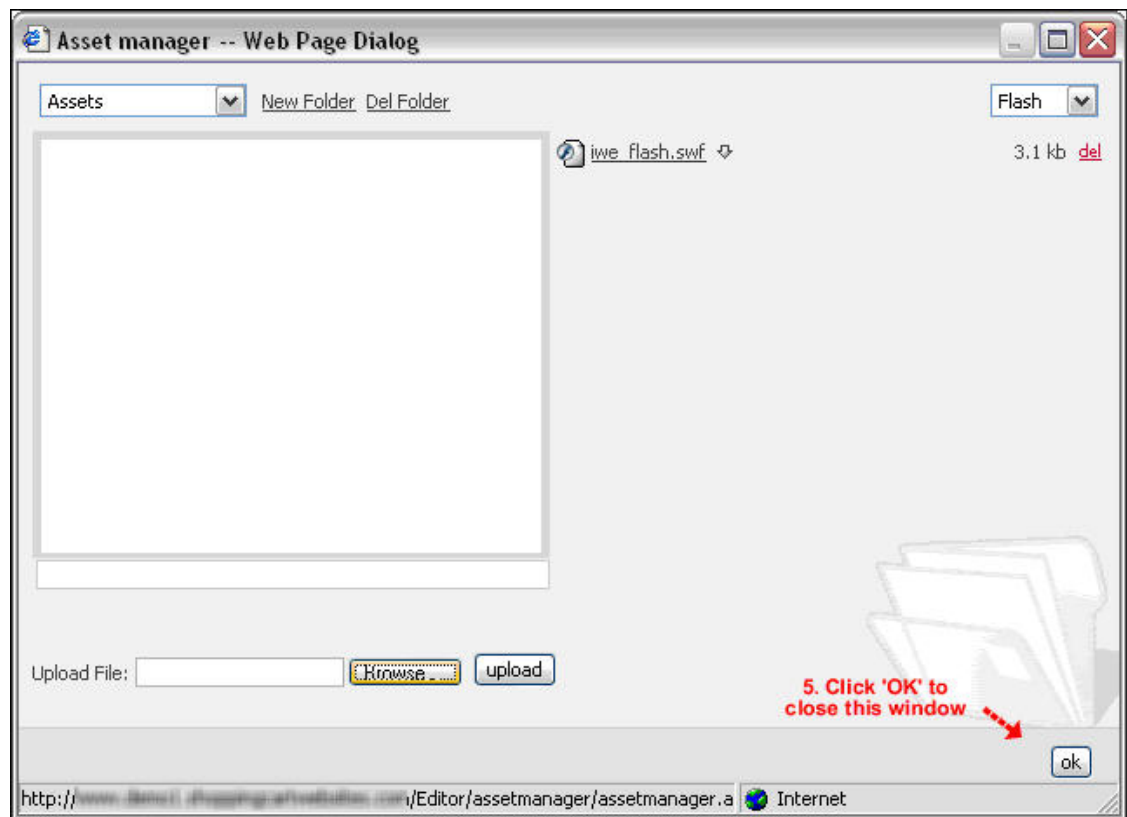


4. Insert a file by clicking on a flash file, then click open.

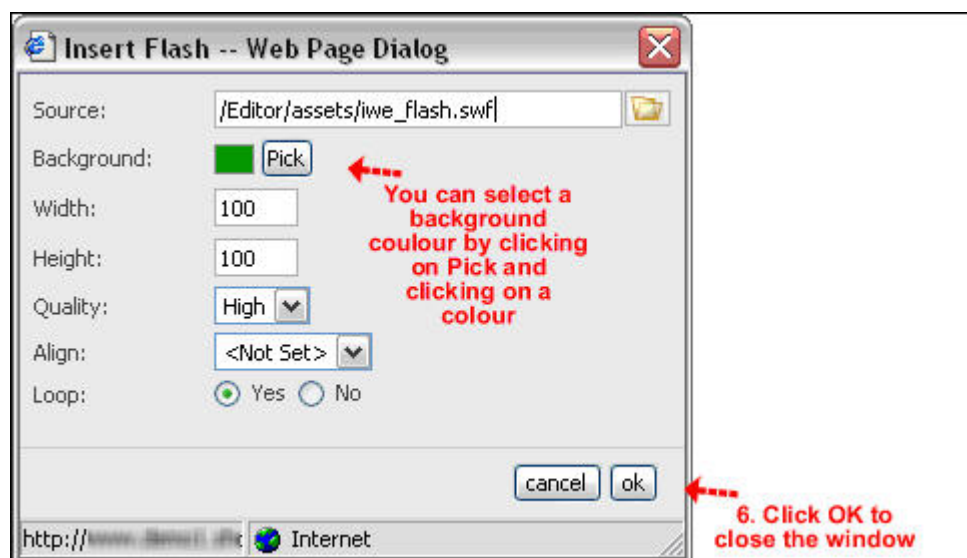




- Click on the 'OK' button to close this window.



- You have now returned to the first and original window. Finally click on 'OK' to upload the flash file and close this window.

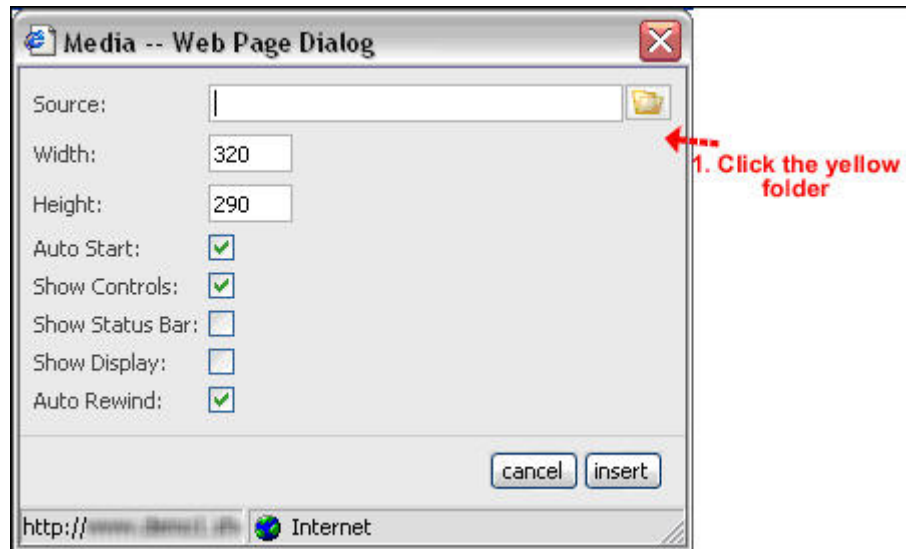




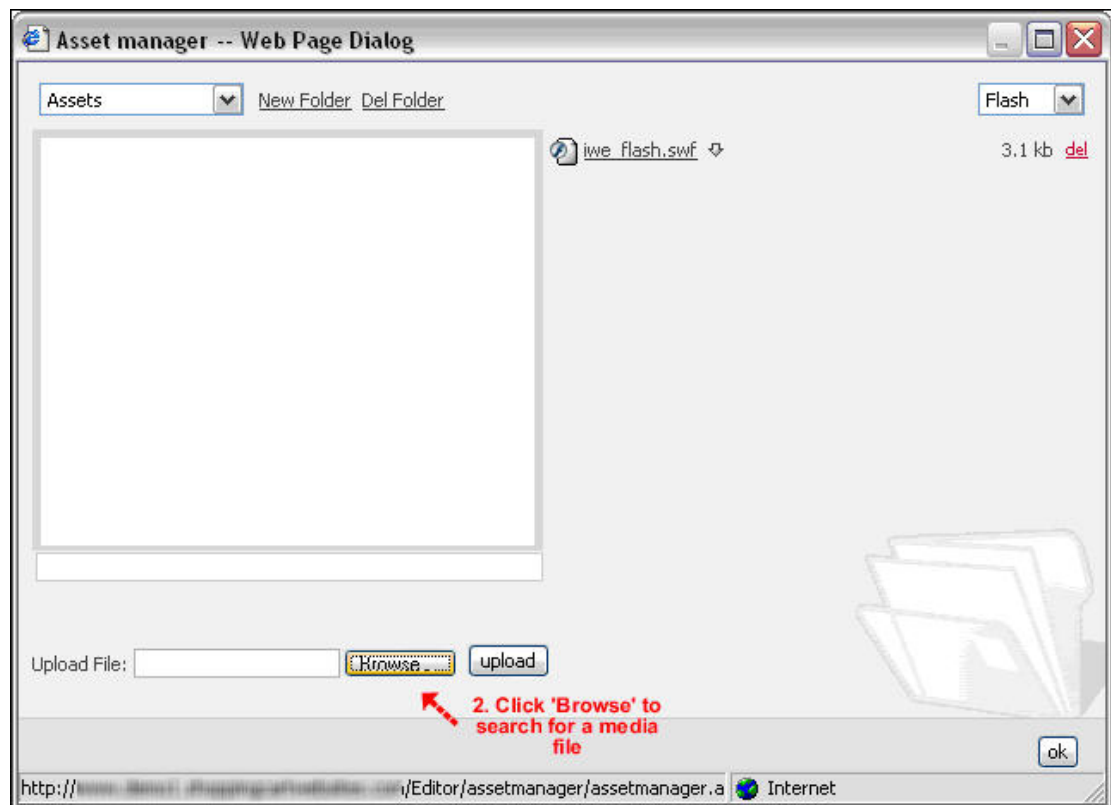
Insert Media:

Use this feature to insert a media file.

1. Click the icon.
2. The Insert Media window will open, click the Yellow Folder in the Source field.



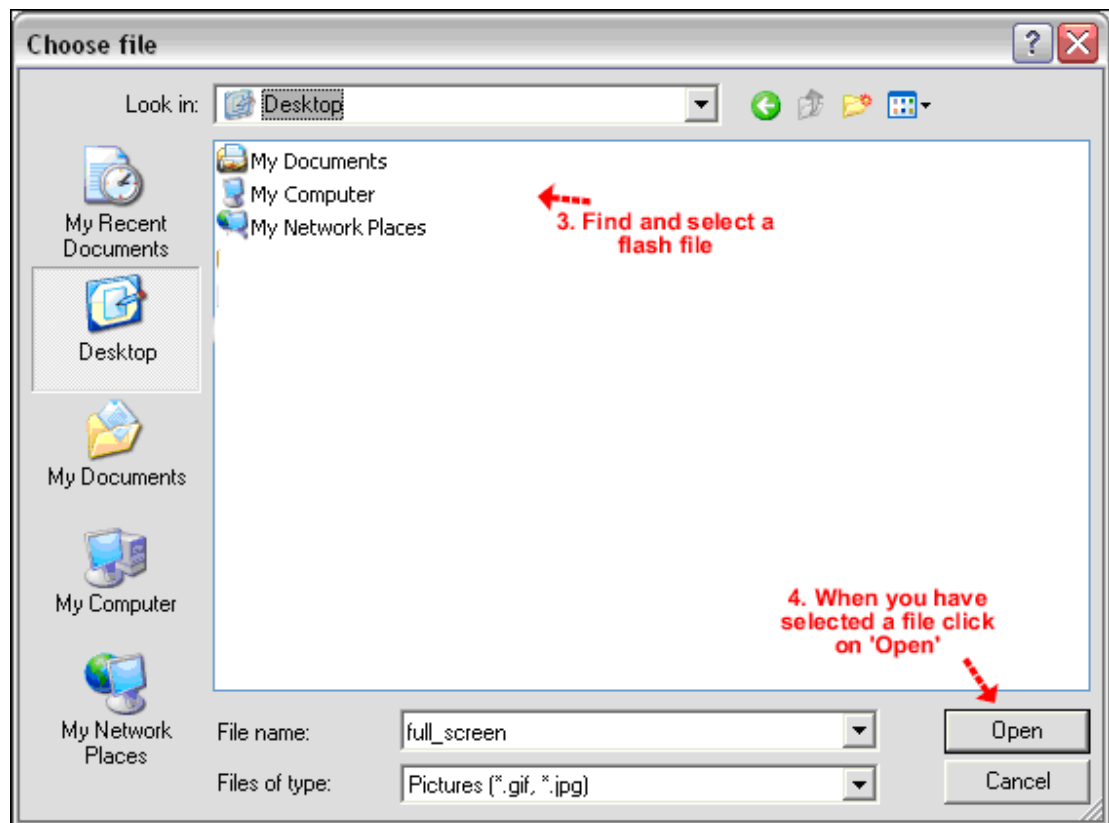
3. Another window will open, click **Browse**.



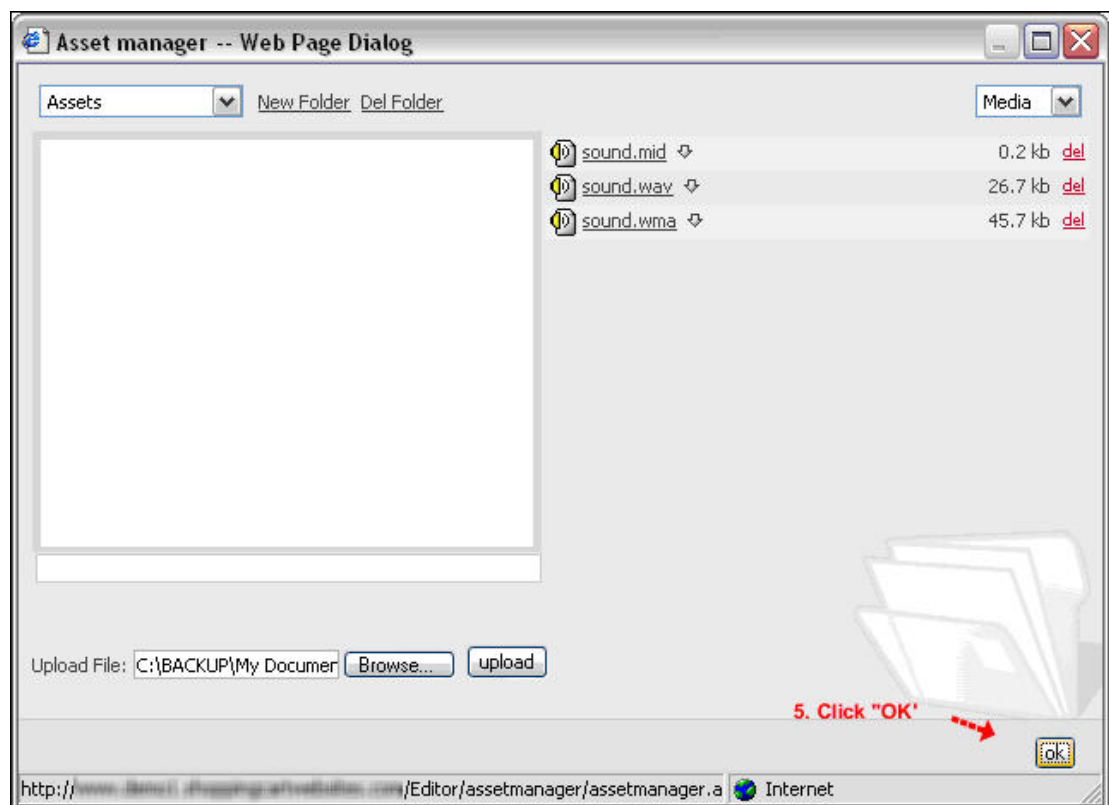
4. Insert a file by clicking on a flash file.



5. Click **Open**.



6. Click **OK**.



7. Click **Insert** to insert media file onto webpage.

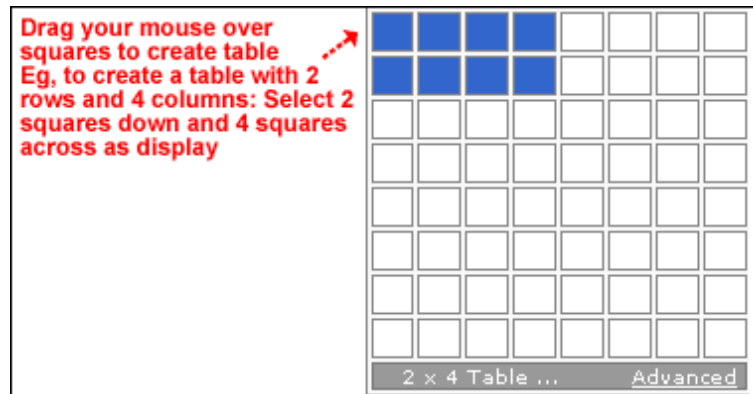




Insert table:

Use this feature to insert a table.

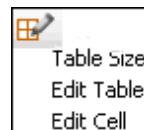
1. Click the icon.
2. Select the amount of rows across and columns down from the drop down menu.



Edit Table:

Use this feature to edit an already inserted table.

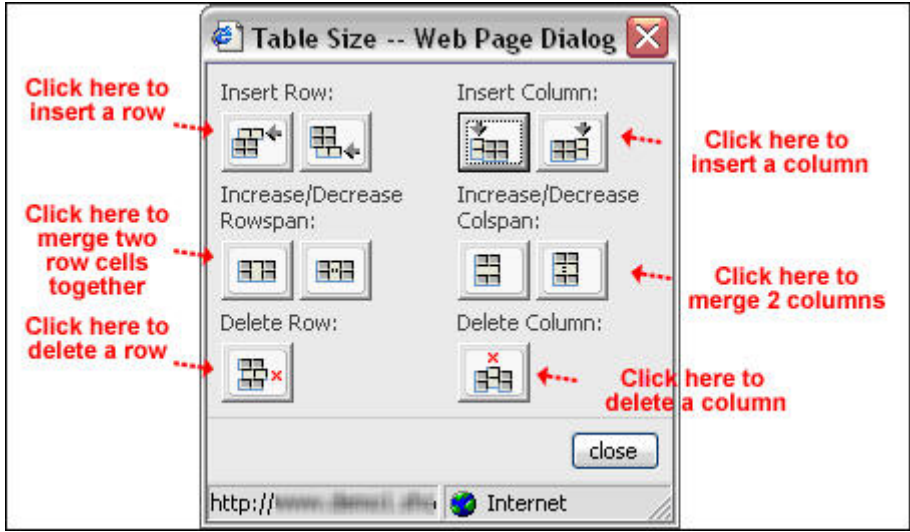
1. Click the icon and select an option from the drop down menu.



A. Edit Table Size

When you select this option a pop up window will open with options for you to edit the table size.

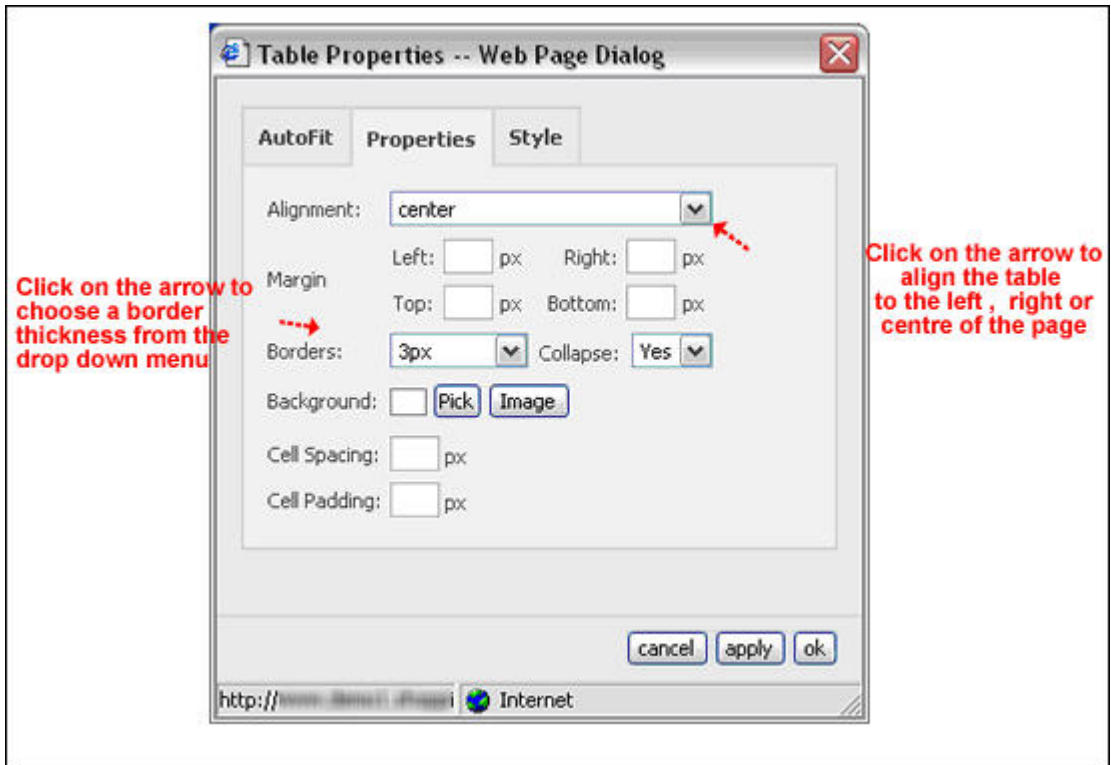
1. Click **Close** when you have edited the table size.



B. Edit Table

Use this feature to edit the table Autofit, Properties or Style.

1. To add a border to the table click **Properties** and follow the example below.
2. Click **Apply** to apply each change you make.
3. Click **OK** when finished.

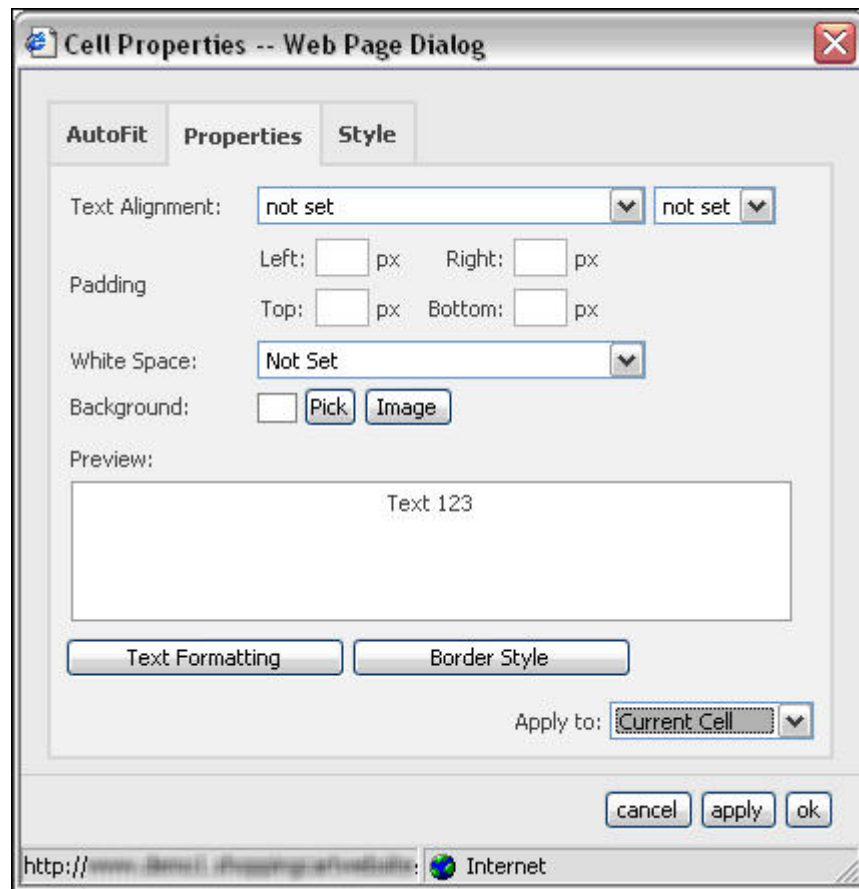


C. Edit Cell

Use this feature to edit an individual cell within a table.



1. Click **Apply** to apply each change to the cell.
2. Click **OK** when finished.



Show/hide Guidelines:

1. Click the icon once to hide guidelines of a table.
2. Click the icon again to show guide.



Absolute:

This feature allows you to move an image around anywhere on the page.

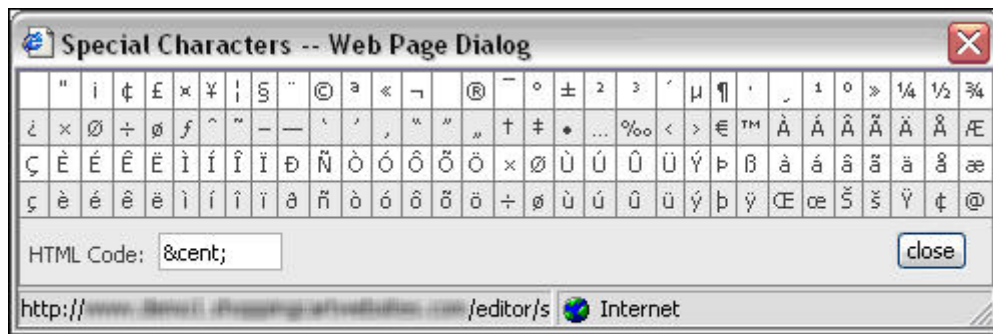
1. Select image you want to move.
2. Click the icon. Now you can move the image anywhere on the page.
3. Click the icon again to disable the feature.



Special Characters:

This feature allows you to insert special characters on the page.

1. Click on the Area of the page where you would like to insert your special character.
2. Click on a special character (example © ® ™) to insert onto the page.
3. Click **Close** when finished.



Line:

Click the icon to insert a line across the page.



Form Editor

To be updated.



Remove Formatting:

Click the icon after pasting text from word to remove formatting that could be disruptive to the webpage.



Switch between HTML/Text:

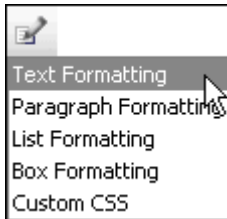
This feature allows you to view the HTML code for the page, in order to add the code to your website.

1. Click the icon to view the code for the current page.
2. Click the icon again to return to normal view.



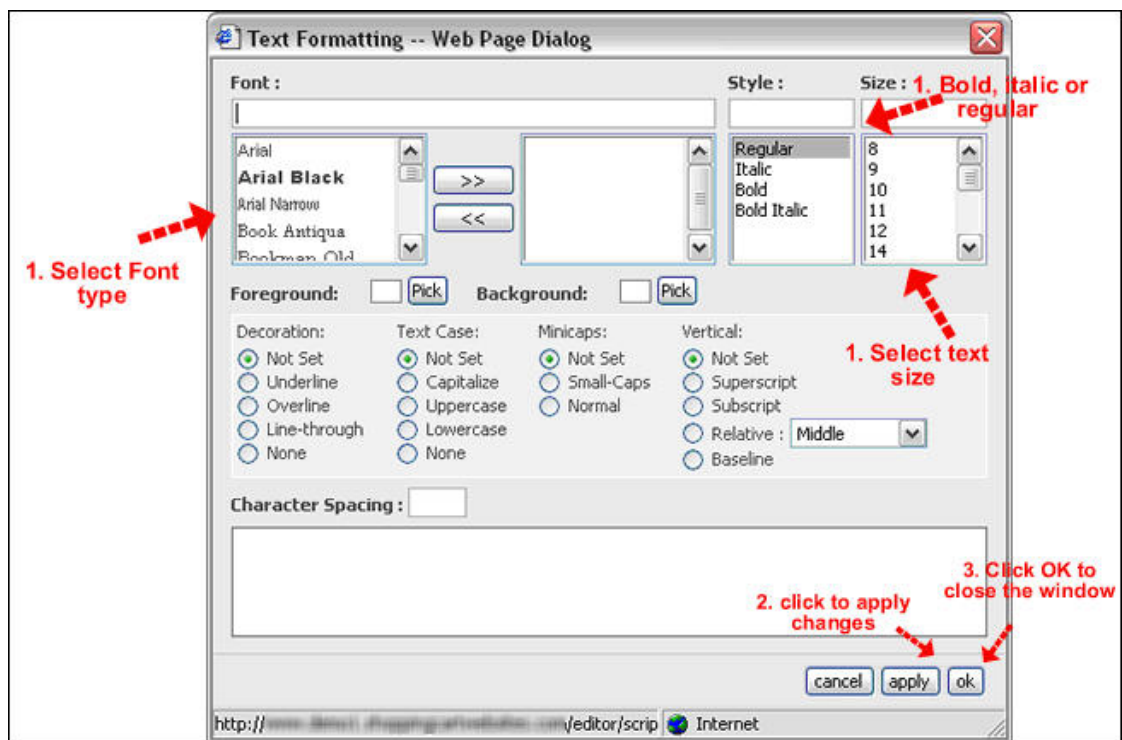
Clear All:

Click on this button to clear all content on the page.

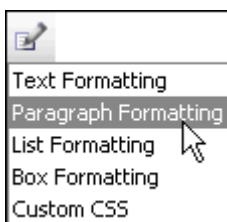


Text and Formatting:

1. Click the icon and select **Text Formatting** from the drop down menu.
2. The text formatting window will now open, edit text as required.



3. Click **Apply** to apply the changes and then click **OK** to close the window.

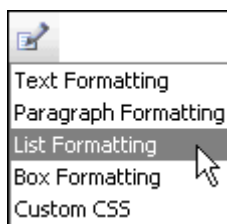


Paragraph Formatting:

1. Click the icon and select **Paragraph Formatting** from the drop down menu.
2. The formatting window will open, edit text as required.

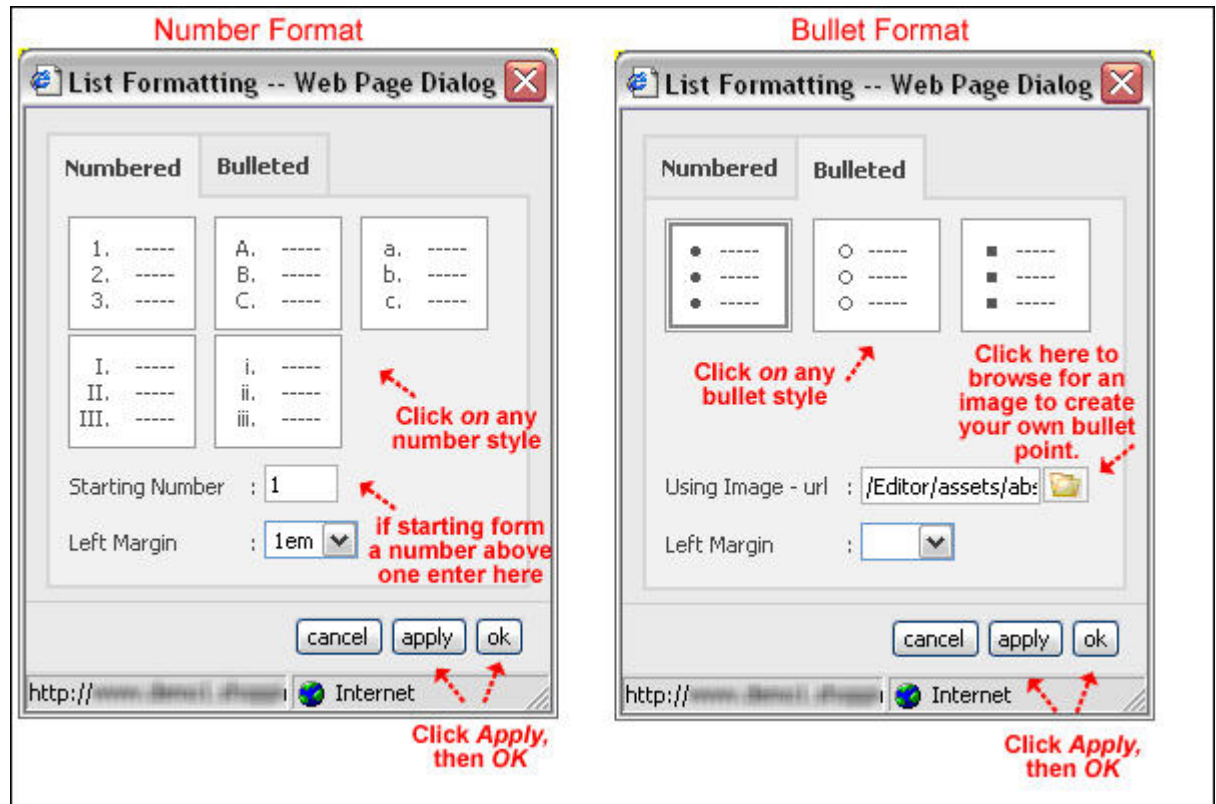


3. Click **Apply** to apply the changes and then click **OK** to close the window.

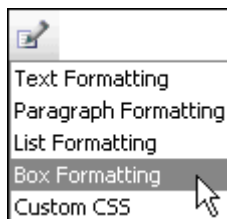


List Formatting:

1. Click the icon and select **List Formatting** from the drop down menu.
2. The formatting window will open, edit list.

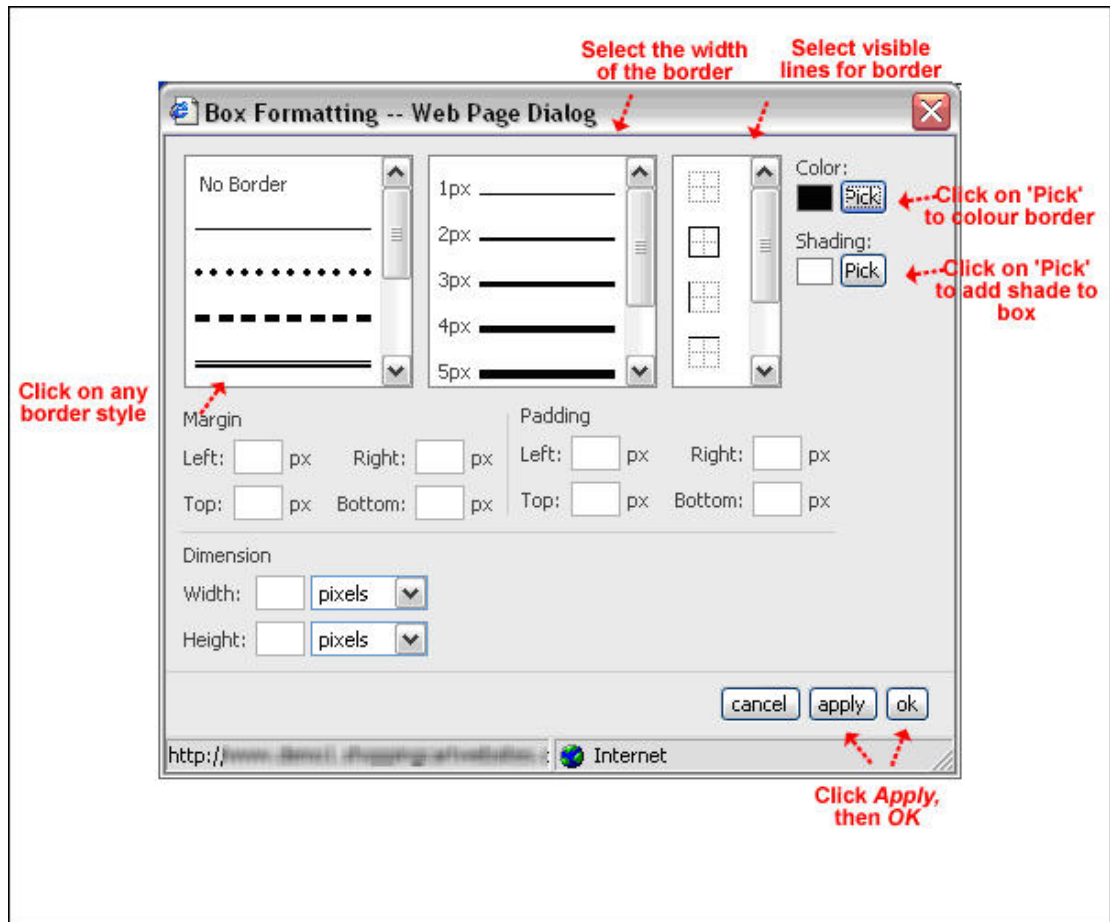


3. Click **Apply** to apply the changes and then click **OK** to close the window.

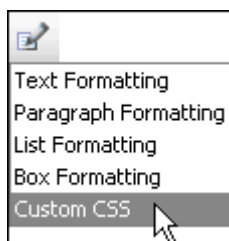


Box Formatting:

1. Click the icon and select **Box Formatting** from the drop down menu.
2. The formatting window will open, edit border formatting.



3. Click **Apply** to apply the changes and then click **OK** to close the window.



Custom CSS:

1. Click the icon and select **Custom CSS** from the drop down menu.
2. The formatting window will open, edit CSS.
3. Click **Apply** to apply the changes and then click **OK** to close the window.

B **Bold:**

Use this feature to make selected text bold.

1. Highlight text you want to make bold.
2. Click the icon once to make the text bold.
3. Click the icon again to remove the bold formatting.

**Italics:**

Use this feature to make selected text italic.

1. Highlight text you want to make italic.
2. Click the icon once to make the text italic.
3. Click the icon again to remove the italic formatting.

**Underline:**

Use this feature to make selected underline text.

1. Highlight text you want to underline.
2. Click the icon once to underline text.
3. Click the icon again to remove the underline formatting.

**Strikethrough:**

Click the icon to put a line through selected text.

**Subscript:**

Click the icon to change text format to Subscript.

**Superscript:**

Click the icon to change text format to Superscript.

**Align Left:**

Click the icon to align text to the left margin.

**Centre:**

Click the icon to centre the text down the middle of the page.

**Align Right:**

Click the icon to align text to the right margin.

**Justify:**

Click the icon to align text to the left and right margins evenly.

**Numbering:**

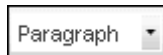
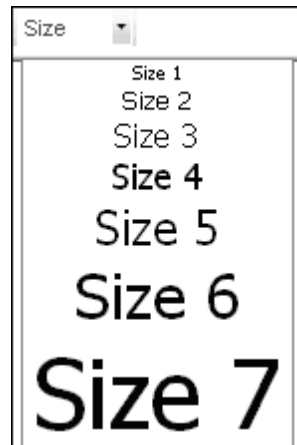
Use this feature to add numbers to paragraphs.

1. Click at the beginning of the paragraph to be numbered
2. Click the icon to insert number 1.
3. At the end of each numbered paragraph press **Enter** on your keyboard and the next number will automatically be displayed at the beginning of the next numbered paragraph.
4. Press **Enter** on your keyboard twice at the end of the last numbered paragraph to stop the numbering.

**Bullets:**

Use this feature to add bullet points to paragraphs.

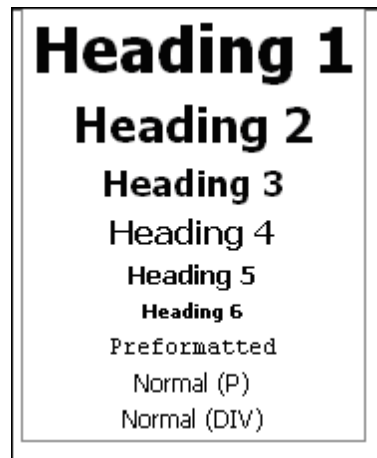
1. Click at the beginning of the paragraph to be numbered
2. Click the icon to insert a bullet point.
3. At the end of each numbered paragraph press **Enter** on your keyboard and a bullet point will automatically be displayed at the beginning of the next paragraph.
4. Press **Enter** on your keyboard twice at the end of the last numbered paragraph to stop the bullet points.



Change Font Style:

Use this feature to change the font of the text to a preformatted font style.

1. Select the text on webpage to add preformatted font.
2. Click the icon to open the drop down list.
3. Select a preformatted style by clicking on it once.





Notes

Site Map

Home Page

First Page showing Image and website navigation options for the website allowing a visitor to click on a link to another page in the website. The Home page is the introduction to your business website.

About Us

Page with Company details, mission statement, any recent news for customer's. Basically what you are all about.

Contact Us

Page providing contact address, email and phone details as well as an Instant Request facility that allows the visitor to send an email or SMS notice direct to Admin.

Privacy Policy

Privacy Policy as standard practice for compliant Australian and International E-commerce Websites stating how you treat and handle customer information that you collect. This page already displays a sample privacy policy for you to edit by placing your Business name in the Areas outlined.

Ordering Policy

Terms and Conditions for Online Ordering, not covered in the Privacy Policy. This includes Refunds, Back Orders, Returns and Incorrect Listings. This page already displays a sample privacy policy for you to edit.

Site Map

Is a map of all of the pages that are contained within the front end your website.



Notes